



**DEPARTMENT OF THE ARMY**  
**SURFACE DEPLOYMENT AND DISTRIBUTION COMMAND**  
**PERSONAL PROPERTY OFFICE EUROPE**  
**GEB 3306, KELLEY KASERNE**  
**70567 STUTTGART-MÖHRINGEN**

REPLY TO  
ATTENTION OF

September 2, 2004

Office of the Director

Intratheater Household Goods Transportation Service Providers

Ladies and Gentlemen:

The purpose of this letter is to announce the solicitation timeline for Transportation Service Providers (TSP) wishing to participate in the Surface Deployment and Distribution Command (SDDC) Intratheater Household Goods (HHG) Traffic Management Program, Tender of Service (TOS) 5, for the rate cycle beginning April 1, 2005 through March 31, 2006.

Intratheater TOS 5 contains eight Appendices. Appendix G identifies SDDC's jurisdiction and the movement of personal property will be performed to, from and within this jurisdiction. Appendix A - Containerized HHG; Appendix B - 51KMs or More Loose HHG; Appendix C - 50KMs or Less Loose HHG; Appendix F - Movement of Direct Procurement Method (DPM) Personal Property Shipments; Appendix H - Movement of Department of Defense Dependents Schools (DODDS) and/or Government Furnishings & Equipment; Appendix I, Deployment Storage. Appendix D is no longer required and is canceled. Appendix E is canceled and combined with Appendix H.

In order to receive the most favorable rates and to preserve a competitive market, the opportunity is extended to furnish rates by those currently participating TSPs and new TSPs who desire to participate. Only those firms registered or licensed in origin country and meeting the minimum standards outlined below will be considered for approval for participation in the SDDC Intratheater HHG Traffic Management Program. The current Intratheater TOS is located at the SDDC website, [www.sddc.army.mil](http://www.sddc.army.mil) (click on Personal Property, then International, then SDDC Europe).

TSP participation requirements are outlined below:

a. New applicant TSPs, and TSPs that are not currently approved must submit all documentation requirements in English, as outlined in Section 2 of Intratheater TOS 5. The completed documents must be received by the SDDC Personal Property Office-Europe not later than 2400 hours **November 15, 2004**. Rate proposals for the appropriate tender(s) will **NOT** be accepted if required documentation is not received by **November 15, 2004**. This deadline is required to ensure the one-year cycle coincides with the HQ SDDC, International Personal Property Rate Solicitation (IPPRS). No extensions of any kind will be considered.

b. Currently approved TSP participants are required to submit only those documents necessary to update their qualification status (i.e. Performance Bond, licenses, permits which have expired). All updated requirements must be received not later than 2400 hours **November 15, 2004**.

c. TSPs must ensure they understand and meet all the requirements listed in the Intratheater TOS prior to submitting rates. TSPs are encouraged to contact this office if they do not understand any portion of the Intratheater TOS.

Please ensure you pay strict attention to the following timeline requirements:

a. Proposed rates must be received not later than 2400 hours **December 1, 2004**. No exceptions will be granted.

b. Improperly submitted rates will be returned to the TSP for correction not later than **December 27, 2004**. Improperly submitted rates are defined as rates submitted using the wrong format. Please refer to Intratheater TOS, Paragraph 3-6. TSPs must return rates in correct format not later than 2400 hours **January 17, 2005**.

c. Not later than **February 4, 2005**, the offered rates shall be posted on the HQ SDDC website for the TSPs final review. If errors are found, such as improper posting or omission of rates, the TSP is required to notify the Personal Property Office-Europe not later than 1630 hours **February 15, 2005**. Failure to notify the Personal Property Office-Europe by the suspense date of **February 15, 2005**, may result in failure to participate in the intratheater household goods movement program for the rate cycle beginning April 1, 2005. Posted rates will not be changed unless the error(s) was made by this office.

d. Final approved rates will be posted **March 1, 2005**, on the HQ SDDC website identified above.

TSPs submitting the most competitive rates, and who meet the aforementioned requirements, will be informed prior to the effective date of the new rates. Once approved, TSP tender numbers and service rates are considered permanent and will remain valid unless cancelled in writing by either party with a 30-day notice.

**Approved rates will be displayed as follows:**

**Rates are ranked in the order of low cost by origin to destination for Appendices A, B, and C. Appendices F and H are ranked by low cost for each 100 Km distance. Low cost rates in Appendix I are determined by the cumulative rate for packing, drayage to storage, warehouse handling, storage rate X estimated number of months stored and delivery from storage. For display purposes, the weight of 100lb X 12 months of storage X the other factors will be used for estimations.**

If you have any questions prior to submission of your proposals, it is imperative you contact Mr. Horn, voice (49) 711-729-4084, Fax (49) 711-729-4296 or Mr. Haslett, voice (49) 711-729-44085, Fax 49-711-729-4296, or via email to [ppd@eucom.mil](mailto:ppd@eucom.mil).

Sincerely,

*//Signature on File//*

Judy L. Ouzts

Director

Personal Property Office-Europe

# **SDDC Intratheater Household Goods Traffic Management Program**

**TENDER OF SERVICE 5  
APRIL 1, 2005 EDITION**  
**CANCELS AND SUPERCEDES TOS 4**

**SURFACE DEPLOYMENT AND DISTRIBUTION COMMAND  
PERSONAL PROPERTY OFFICE - EUROPE  
70567 Stuttgart-Möhringen (Germany)**

GENERAL INFORMATION AND CHANGES TO  
INTRATHEATER TENDER OF SERVICE 5  
(Effective Apr 1, 2005)

**GENERAL INFORMATION**

**1. GENERAL:** Effective April 1, 2005, the following changes from Intratheater Tender of Service (IT TOS)4 will be implemented into the IT TOS 5. The term Transportation Service Provider (TSP) replaces all references to Carrier.

**2. DETERMINATION OF LOW COST TSP:** Rates are ranked in the order of low cost by origin to destination for Appendices A, B, and C. Appendices F and H are ranked by low cost for each 100 Km distance. Low cost TSP in Appendix I will be determined by the ordering official using the combined rate for packing, drayage to storage, warehouse handling, storage rate times the estimated number of months stored and delivery from storage.

**3. HARD LIFT COUNTRIES:** Bahrain, Cairo/Egypt, Greece (mainland), Kuwait, Qatar, Saudi Arabia and the United Arab Emirates have been removed from Appendices A, B and C. Shipments will be moved by One-Time-Only (OTO).

**4. COUNTRIES WHERE RATES ARE NO LONGER SOLICITED BETWEEN DUE TO LACK OF VOLUME:** Austria, Azerbaijan, Belarus, Bosnia, Bosnia-Herzegovina, Bulgaria, Croatia, Cyprus, Czech Republic, Denmark, Estonia, Finland, Hungary, Ireland, Israel, Kazakhstan, Kyrgyzstan, Latvia, Lithuania, Qatar, Romania, Russia, Scotland/Wales, Slovakia, Slovenia, Sweden, Switzerland, Tajikistan, Turkmenistan, Ukraine, Uzbekistan and Yugoslavia. Shipments between these countries will be moved by OTO.

**CHANGES TO TOS 5**

**5. APPENDICES:**

- a. Delete: Appendix D; No longer required.
- b. Delete: Appendix E; Combined with Appendix H.
- c. Delete: Appendix I-2; Combined with Appendix I.

**6. SECTION 1 - GENERAL:** Change Paragraph 1-2B to delete: "...and privately owned vehicles."

**7. SECTION 2 - PARTICIPATION.**

a. Change Paragraph 2-3A to read: General. A TSP's request for approval must be submitted to SDDC-PPO-E in writing. A TSP's willful submission of false information on any part of the application or on any document furnished pursuant to this Tender of Service is punishable by fines, imprisonment, or both (U.S. Code, Title 18, Section 1001/U.S. Law). The request for approval must include the following:

**8. SECTION 3 - SUBMISSION OF OFFERS AND RATE TENDERS.**

a. Change Paragraph 3-2 to read: Offers may be filed only during the period designated in the filing instructions of the six (6) different subprograms.

b. Change Paragraph 3-5A(1) to read: Geographic Coverage. The geographic coverage of this TOS is from/to points within all of Europe as identified in Appendix G.

c. Change Paragraph 3-5A(2)(a)(I) to read: Containerized Household Goods (HHG). Movement of HHG in containers whereby the TSP provides complete through service from origin residence to destination residence. Rate is based on net weight (NCWT) in Euro

currency. (Appendix A)

d. Change Paragraph 3-5A(2)(II) to read: 51KMs or More Household Goods (HHG). Line haul movement of HHG in a closed motor vehicle from origin residence to destination residence. Rate is based on net weight (NCWT) in Euro currency. (Appendix B)

e. Change Paragraph 3-5A(2)(a)(III) to read: 50KMs or Less Household Goods (HHG). Line haul movement of HHG in a closed motor vehicle from origin residence and HHG go directly into destination residence. Rate is based on net weight (NCWT) in Euro currency. (Appendix C)

f. Change Paragraph 3-5A(2)(a)(VI) to read: Line haul movement of Direct Procurement Method (DPM) shipments from origin to destination. Rate will be based on gross weight (GCWT) in Euro currency. (Appendix F).

g. Change Paragraph 3-5A(2)(a)(VIII) to read: Movement services of Department of Defense Dependents School (DODDS) or Government office furniture, equipment and other miscellaneous office items. Rate will be based on net weight (NCWT) in euro currency. (Appendix H).

h. Change Paragraph 3-5A(2)(a)(IX) to read: Deployment Storage. Complete storage services, including packing, drayage, handling in and out, storage at the nearest approved storage facility agreed upon by the Ordering Officer, and delivery and unpacking under deployment orders. Storage charges are payable on a monthly basis, except one-half month's storage charge shall be paid on lots picked up for storage on, or after the 16<sup>th</sup> day of the month, and for lots released from storage on, or before the 15<sup>th</sup> day of the month. Rate will be based on net weight (NCWT) in Euro currency. Zones are as follows and include the geographic area serviced by the installation(s):

- Zone 1 - Kaiserslautern and Baumholder
- Zone 2 - Heidelberg, Mannheim, and Darmstadt
- Zone 3 - Giessen
- Zone 4 - Hanau, Frankfurt, and Wiesbaden
- Zone 5 - Wuerzburg, Kitzingen, and Schweinfurt
- Zone 6 - Ansbach and Illesheim
- Zone 7 - Bamberg
- Zone 8 - Grafenwoehr, Hohenfels, and Vilseck
- Zone 9 - Stuttgart
- Zone 10 - Garmisch
- Zone 11 - Schinnen and Geilenkirchen
- Zone 12 - Brussels, SHAPE, and Chievres
- Zone 13 - Vicenza
- Zone 14 - Livorno
- Zone 15 - Naples (Appendix I)

i. Change Paragraph 3-5A(4)(a) to read: Documentation requirements. Offering TSP shall submit their rates, in English, by electronic mail (e-mail) to [ppd@eucom.mil](mailto:ppd@eucom.mil).

j. Delete Paragraph 3-5A(4)(C) and re-letter remaining subparagraphs.

## **9. SECTION 5 - PERFORMANCE REQUIREMENTS.**

a. Add to end of Paragraph 5-1: If service is requested for emergency or contingency situations by the CPPSO/PPSO for other than normal duty hours liability on the part of the U.S. Government will be limited to Item 502B in the IPPRS

b. Change Paragraph 5-7A to read: General. TSP shall be given 3 days notice prior to the requested pickup date. The TSP shall be given 3 days notice for delivery of storage lot. (See Paragraph 5-7E for emergency procedures) The point of contact (POC) at the responsible activity, will provide the TSP the following information prior to date of pickup: Owners name, building number(s), location(s) and estimated

weight of each shipment not later than 1 day prior to pickup. The POC shall take immediate action to secure a TSP to provide the required packing service for "short" notice pickups (shipment picking up in less than 2 days). Pack/pickup and deliveries may require overtime and weekend work and will be billed in accordance with Item 502B in the IPPRS. TSP liability and claims for loss and/or damage shall be in accordance with the current IT TOS.

c. Change Paragraph 5-7B to read: Location. Each TSP is required to provide a list of Government approved storage locations to the Ordering Official and SDDC-E. When TSP has more than one storage location, agreement will be made at the time of ordering deployment storage services, where property will be stored. Zones are identified as follows and include the geographic area serviced by the installation(s).

- Zone 1 - Kaiserslautern and Baumholder
- Zone 2 - Heidelberg, Mannheim, and Darmstadt
- Zone 3 - Giessen
- Zone 4 - Hanau, Frankfurt, and Wiesbaden
- Zone 5 - Wuerzburg, Kitzingen, and Schweinfurt
- Zone 6 - Ansbach and Illesheim
- Zone 7 - Bamberg
- Zone 8 - Grafenwoehr, Hohenfels, and Vilseck
- Zone 9 - Stuttgart
- Zone 10 - Garmisch
- Zone 11 - Schinnen and Geilenkirchen
- Zone 12 - Brussels, SHAPE, and Chievres
- Zone 13 - Vicenza
- Zone 14 - Livorno
- Zone 15 - Naples

d. Change Paragraph 5-7E to read: Emergency Procedures. Property owners will be counseled to identify personal effects to be packed in a 4 cubic foot carton for use in the event of emergency leave while deployed. TSP will provide a 4 cubic foot carton for these items and annotate inventory Item number as "Emergency" items, in addition to the normal general description of the contents. The TSP shall deliver the designated emergency carton or have the carton available for pick up at the warehouse (at the property owners discretion) within 24 hours/1 day of the POC notification for the purpose of Emergency Leave Travel. When ordered by the Government during other than normal duty hours liability on the part of the U.S. Government will be limited to Item 502B in the IPPRS

e. Change Paragraph 5-7F to read: Delivery from Storage. When property owner returns, the ordering officer will order property out of storage by issuance of a GBL (SF 1103 or SF 1203). Block 25 will cross reference the PPGBL information placing the property into Deployment Storage.

## **10. SECTION 6 - INSPECTION**

Change Paragraph 6-1 to read: INSPECTION OF WAREHOUSES, FACILITIES, AND OPERATIONS. Inspections will be conducted in accordance with Appendices D & E of DoD 4500-9R (DTR), Part IV, Personal Property, by SDDC, CPPSO, TO or TMO.

## **11. SECTION 7 - PAYMENT OF CHARGES.**

a. Change Paragraph 7-1 A to read: Billing of Charges. All charges for transportation and related services shall be in accordance with the applicable lowest overall cost offer and will be billed to the respective finance center shown in the "Bill Charges to" block on the GBL (SF 1103 or SF 1203). The TSP's invoice for charges must be supported by the following documents, as applicable. Failure to submit any of the documents shall result in non-payment of the associated charges.

b. Change Paragraph 7-1 B to read: Invoice Billing Address. All invoices will be submitted for review and certification by the responsible GBL issuing office prior to submission to the paying office address:

Defense Finance and Accounting Service  
Kleber Kaserne, GEB. 3200 ATTN: TP  
Mannheimer Str. 218/219  
67657 Kaiserslautern, Germany

c. Change Paragraph 7-1 C to read: Billing of Distances. Distances will be in accordance with the Defense Table of Official Distance (DTOD). Intratheater shipments made under this tender are subject to the terms and conditions of the GBL, the rules and regulations contained herein and the DTR. Where rates or other services are based on kilometers, the distance or kilometer computations shall be those provided in the DTOD. Appendix I will be based on zones.

d. Change Paragraph 7-1 D to read: TSP will not render, nor will the U.S. Government pay for, any service not authorized herein, EXCEPT when a specific service beyond the scope of this tender is ordered by SDDC, or the GBL issuing office on the GBL and/or approved on the DD Form 619.

## **12. SECTION 8 - STATEMENT OF RESPONSIBILITY & AUTHORITY**

a. Change Paragraph 8-1 A to read: Customs Documents. The GBL Issuing Office shall issue all required custom documents for all shipments, except "RETIREMENT" or "SEPARATION" shipments that cross international borders. Retired or separated personnel shall be advised that all customs entry requirements remain a personal matter between the member and the foreign government concerned. The member shall contact the nearest consulate or embassy of the country concerned for pertinent information regarding customs, immigration, and quarantine entry requirements.

b. Change Paragraph 8-1 B to read: Border Crossings. TSP is required to comply with border clearance laws and regulations of host foreign countries when DOD sponsored shipments cross their boundaries. Refer to the Defense Travel Regulation Part V, DOD Customs and Border Clearance Policies and Procedures, for guidance.

c. Change Paragraph 8-1 C(4) to read: Effect of Initial Decisions. Unless appealed to the Director, SDDC-PPO-E, initial decisions of the GBL Issuing Officer shall be final and conclusive upon the TSP.

d. Change Paragraph 8-3 A in it's entirety to read:

A. Quality Assurance Actions. When a TSP violates any provision of the Intratheater TOS, rate solicitation or commits unethical or unlawful acts, the TSP will be placed in nonuse or suspended. The CPPSO/TMO/TO will take into consideration the severity of the violation(s) and the impact on the property owner as well as the TSP's past performance.

(1) Nonuse Actions: The Negotiations Branch, PPO-E or the respective CPPSO/TMO/TO office is authorized to place a TSP in non-use for a definite or indefinite period of time. Upon resolution of the deficiency causing the action, the TSP will be removed from non-use and will be eligible to receive traffic. There is no minimum or maximum time for a non-use.

(2) Suspension Actions:

(a) All suspensions will remain in effect for a minimum of 30 days.

(b) All suspensions will run consecutively. If a TSP receives a second suspension while under a current suspension, the TSP will remain in a suspended status for a minimum 60 days.

(c) TSP must provide acceptable corrective action for all suspensions before they may be reinstated.

(d) DD Form 1814 will be used to notify the TSP of a suspension action.

(3) Suspension Procedures:

(a) Regular Suspension:

(i) Regular suspension may be imposed when a TSP commits the same violation three or more times during a 6 month period.

(ii) The TSP will be afforded a period of 20 days from the signature date on the DD Form 1814 before effecting the suspension. The TSP may use this opportunity to provide compelling evidence to refute the basis for the suspension.

(b) Immediate Suspension:

(i) An immediate suspension will be imposed when a TSP's performance on a single shipment is such that the continued participation in Intratheater traffic is unacceptable.

(ii) The immediate suspension will be effective on the signature date on the DD Form 1814 issuing the suspension.

(4) TSP Appeal of a Suspension Action:

(a) The TSP may appeal a suspension within 45 days from the date of the signature on the notification of suspension.

(b) The CPPSO/TMO/TO must respond to the TSP's appeal not later than 45 days from the postmarked date on the TSP's letter of appeal or the TSP will be reinstated until the appeal is resolved.

(c) An appeal denied by the CPPSO/TMO/TO may be further appealed by the TSP to SDDC-PPO-E. SDDC-PPO-E is the final appellate authority. If SDDC-PPO-E does not respond within 45 days from the postmarked date of the TSP's letter of appeal, the TSP will be reinstated until the TSP is provided a written response.

### **13. SECTION 9 - REPORTING REQUIREMENTS**

a. Change Paragraph 9-1 A to read: Content of report. In the event of incidents of major significance which produce substantial loss, damage, or delay, such as strikes, embargoes, fires, and similar incidents, the TSP must submit the following information on each shipment involved to SDDC-PPO-E and the GBL Issuing Officer:

b. Change Paragraph 9-1 B to read: After-action Report. The TSP will furnish SDDC-PPO-E and the GBL Issuing Officer an after-action report, which provides a final assessment of the loss, or damage incurred, the delays encountered, and the final disposition of the household goods.



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APPENDICES

Appendix

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Zone 1 - Kaiserslautern and Baumholder	
Zone 2 - Heidelberg, Mannheim, and Darmstadt	
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Zone 6 - Ansbach and Illesheim	
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Zone 15 - Naples .....	I

**TSP Request**  
**To Participate In the Surface Deployment and Distribution**  
**Command (SDDC)**  
**INTRATHEATER Household Goods Traffic Management Program**

This requests approval to participate in the SDDC Intratheater Household Goods Traffic Management Program. I agree to abide by the terms and conditions set forth in the SDDC Tender of Service (TOS), dated October 1, 2000, and supplements thereto.

I understand that participation in the SDDC Intratheater Household Goods Traffic Management Program is contingent upon our performance of service as stated in the SDDC TOS. I certify that the information presented herein is complete and correct to the best of my knowledge, understanding that willful submission of false information in my application or any document furnished pursuant to this TOS is punishable by fines, imprisonment, or both (U.S. Code, Title 18, Section 1001/U.S. Law). I further understand that my participation in the program may be terminated upon SDDC's notice to me of such intent, based upon evidence of my non-compliance with the terms and conditions of the SDDC TOS.

I certify and acknowledge receipt of the TOS, dated October 1, 2000 and supplements thereto.

Company Name: \_\_\_\_\_

Signature: \_\_\_\_\_

Printed Name of Signing Official: \_\_\_\_\_

Title of Authorized Official: \_\_\_\_\_

**TSP Representative:**

Name: \_\_\_\_\_

Title: \_\_\_\_\_

Address: \_\_\_\_\_

City/State: \_\_\_\_\_

Telephone Number: \_\_\_\_\_

Fax Number: \_\_\_\_\_

E-Mail Address: \_\_\_\_\_

## **SECTION 1 - GENERAL**

### **1-1. APPLICATION OF THE TENDER OF SERVICE (TOS).**

A. The terms and conditions of this TOS apply to TSP's participating in the SDDC Intratheater Household Goods Traffic Management Program, and servicing household goods shipments routed pursuant to cost comparisons made by the responsible transportation office to determine the low cost TSP. The terms and conditions of this TOS also apply to TSP participating in the SDDC Intratheater Household Goods Traffic Management Program and servicing household good shipments routed pursuant to any tender awarded to a participating TSP or a broker by SDDC or a Federal civilian non-DoD agency.

B. The rules and associated charges and/or rates (converted to Euro currency) of the International Personal Property Rate Solicitation (IPPRS), and reissues thereof, are to be used where so referenced in this agreement. The charges in the IPPRS to apply are based on the actual date of shipment pickup. The IPPRS is published by HQSDDC and is located on the personal property website at <http://www.sddc.army.mil> and is listed under the International Thru Government Bill of Lading Solicitation and associated changes.

### **1-2. SCOPE OF THE TOS**

A. General. This TOS is for the transportation, accessorial services, and storage-in transit (SIT) of the personal effects and property of employees of the U.S. Government when relocating pursuant to the needs of the U.S. Government. Services to be furnished are pre-move surveys; packing at origin residence; the use of packing containers; materials including protective pads from origin to destination; loading; movement or transportation of property from origin to destination; unpacking at destination; removal and placement of each article in the residence, warehouse, or other building; servicing and un-servicing of appliances including when a third party is required to perform the service; and SIT and delivery to the residence.

B. Description of Movement. The property to be moved under the TOS consists of personal effects and property used or to be used in a dwelling when part of the equipment of such dwelling, and includes, but is not limited to, household furnishings, appliances, household and office furniture, clothing, books, electronic equipment and professional items.

C. Freight Excluded. Excluded from the scope of this TOS are shipments that can be more advantageously or economically moved via parcel post or small package TSP; shipments of unusual value, explosives and other dangerous articles, commodities in bulk, commodities injurious or contaminating to other freight; and shipments that the U.S. Government may elect to move in U.S. Government vehicles. Also excluded are airplanes, mobile homes, camper trailers, boats, birds, pets, livestock, cordwood, and other building material.

**1-3. ACCEPTANCE OF THE TOS.** The acceptance of the SDDC TOS is a prerequisite for a TSP wishing to be considered for participation in the SDDC Intratheater HHG Traffic Management Program. The acceptance of the TOS will be in accordance with Section 2.

### **1-4. REVISING TOS PROVISIONS AND METHOD OF CANCELLING ORIGINAL OR REVISED PAGES.**

This TOS shall be revised by Military Surface Deployment and Distribution Command, Personal Property Office - Europe, Stuttgart-Möhringen, Germany, through either the issuance of page revisions to the original document or the re-issuance of the document on an "as needed" basis.

A. Page Revisions. This TOS shall be revised through issuing page revisions. When there are page revisions, cancellations of prior pages shall be effected by means of this rule. Pages will be inserted in the document in numerical sequence; for example: "FIRST REVISED PAGE 10" shall have the effect of canceling "ORIGINAL PAGE 10", "SECOND REVISED PAGE 10" shall have the effect of canceling "FIRST REVISED PAGE 10" TEXT THAT IS CHANGED ON THE REVISED PAGES SHALL BE HIGHLIGHTED.

B. Reissuing Document. A number shall identify reissues of this document in numerical sequence, before the word Edition"; for example, the first reissue of this TOS shall be designated as the Household Goods Tender of Service, October 1, 2000 Edition, the next shall be Household Goods Tender of Service 1, October 1, 2001 Edition, etc. Each reissue will cancel the previous issue. When this TOS is reissued ONLY TEXT THAT HAS BEEN CHANGED FROM THE PREVIOUS ISSUE OF THE TOS SHALL BE HIGHLIGHTED.

**1-5. OFFICIAL ENGLISH TEXT.** This TOS is prepared in the English Language and its English Text is the official version. All required documents and other pertinent information shall be in the English Language.

**1-6. Statement of Common Financial or Administrative Control (CFAC).** Blank Form is on page 4

# STATEMENT OF COMMON FINANCIAL OR ADMINISTRATIVE CONTROL

## 1. PARENT COMPANY IDENTIFYING DATA

a. A "parent" company, for the purpose of this certificate, is one that owns or controls the activities and basic business policies of the TSP. To own the TSP means that the parent company must own more than 50 percent of the voting rights in the TSP. A company may control the TSP as a parent even though not meeting the requirement for such ownership if the parent company is able to formulate, determine, or veto basic policy decisions of the TSP through the use of dominant majority voting rights, use of proxy voting, or otherwise.

b. I \_\_\_\_\_, representing \_\_\_\_\_, hereinafter referred to as *TSP*, certify that TSP is / is not (delete as appropriate) owned or controlled by a parent company engaged directly or indirectly, in the movement of personal property for the Department of Defense.

c. If the TSP is owned or controlled by a parent company, the following information is provided:

Name of Parent Company: \_\_\_\_\_

Main Office: \_\_\_\_\_

Address (Including Zip Code): \_\_\_\_\_

## 2. AFFILIATED BIDDER

a. Business concerns are affiliates of each other when, either directly or indirectly, (1) one concern controls or has the power to control the other, or (2) a third party has the power to control both.

b. I, \_\_\_\_\_, representing \_\_\_\_\_, certify that TSP is / is not (delete as appropriate) affiliated with any other business, firm or corporation, engaged either directly or indirectly, in the movement of personal property goods for the Department of Defense.

c. If the TSP indicates that such relationship exist, names and addresses of all affiliates are indicated below:

Name of Affiliate: \_\_\_\_\_

Main Office: \_\_\_\_\_

Address (Including Zip Code): \_\_\_\_\_

d. Affiliate listings may be continued on plain bond paper and attached to this certificate.

**3. NOTE:** TSP who declare common financial or administrative control cannot compete in the same rate channel in the same code of service in the Intra-Theater Program. Thus, tonnage in the same sub-program for the same rate channel will be awarded to one of the TSP who share CFAC.

**DATE:** \_\_\_\_\_ **SIGNATURE:** \_\_\_\_\_

## **SECTION 2 - PARTICIPATION**

**2-1. GENERAL.** All TSP that meet the criteria set forth in the TOS will have an opportunity to participate in the SDDC Intratheater Household Goods Program.

### **2-2. APPROVAL TO PARTICIPATE:**

A. A TSP desiring to participate in the program may request approval to participate in any of the six (6) subprograms during their filing period, except as provided for in paragraph 2-3 below. The filing of rate periods, however, is limited to the terms and conditions specified in Section 3. Request to participate must be sent to the following mailing address:

Surface Deployment and Distribution Command  
Personal Property Office - Europe  
Plieninger Straße 289, Geb., 3306, Zi., 123  
Kelley Kaserne  
70567 Stuttgart-Möhringen (Germany)  
E-Mail Address: ppd@eucom.mil  
FAX Number: (49)-(0)711-729-4296  
Telephone: DSN 421-4084 or 4085/Civ (49)-(0) 711-729-4084 or 4085

B. TSP applicants approved to participate shall be notified of such approval. A TSP applicant not approved shall be notified of its non-approval, the reasons therefore, and may submit additional or supplemental information for consideration to its initial application within one (1) year from the date of the non-approval. A TSP applicant failing to re-submit additional or supplemental information for consideration within one (1) year must wait until the anniversary date of its initial application to re-apply. A new application package must be requested.

### **2-3. REQUIREMENTS FOR APPROVAL:**

**A. General.** A TSP's request for approval must be submitted to SDDC-PPO-E in writing. A TSP's willful submission of false information on any part of the application or on any document furnished pursuant to this Tender of Service is punishable by fines, imprisonment, or both (U.S. Code, Title 18, Section 1001/U.S. Law). The request for approval must include the following:

(1) TOS Certification Sheet. A signed copy of the TOS Certification Sheet (included in the TOS), entitled TSP Request to Participate and Agreement to abide by the Terms and Conditions of the SDDC Intratheater Household Goods Traffic Management Program.

(2) Household Goods (HHG) Insurance Policy. A complete copy of the current HHG Insurance Policy, in English, not merely a certificate of insurance.

(3) Informational Statement. A statement setting forth the TSP's response to the information requirements detailed below.

(4) Financial Responsibility. The applicant must demonstrate its financial responsibility, working capital, and other financial, technical, and management resources to perform.

(5) Authority. A TSP wishing to participate must hold all necessary authority (i.e. licenses, permits), issued in its name from the appropriate regulatory bodies for the transportation of personal property. Copies of each authority shall be included in the TSP's request for approval.

**B. Submission Requirements.** Documents submitted in accordance with paragraph 2-3A above shall meet the requirements or contain the information specified as follows:

(1) HHG Insurance. The TSP shall maintain HHG liability insurance. A minimum of EURO 22,000 and 150,000 as outlined in the DOD 4500.9-R, DTR, Part IV, Personal



Property Appendix B. TSP must maintain at least this minimum level of liability insurance for the entire rate filing cycle. Failure on the part of a TSP to maintain the minimum level of liability insurance is grounds for immediate disqualification.

(2) Required Information.

(a) Applicant Information. Information concerning the applicant, such as name of company, address, telephone and facsimile numbers, corporate officers, e-mail address, and Operating authorities.

(b) Scope of Operations. Information concerning the applicant's proposed and actual scope of hauling operations and international shipping capabilities.

(c) Operations. Information concerning warehouse facilities, equipment, employee training, number of employees, and safety.

(d) Warehouses/Agents. TSP shall provide a list of all approved warehouses and authorized agents acting in the TSP's name with their locations, telephone and fax numbers, and electronic mail addresses (if applicable). TSP shall provide a copy of authorized agents and their approved warehouses to each appropriate Consolidated Personal Property Shipping Office (CPPSO), Traffic Management Office (TMO), or Transportation Office (TO), in their scope of work. Local CPPSO/TMO/TO is responsible for warehouse inspections in their area of responsibility.

(e) Contracts/Agreements. A copy of all contracts/agreements with contractors/agents shall be provided.

C. Evaluation. A TSP's submission shall be evaluated in accordance with the following criteria.

(1) HHG Insurance. HHG liability must not contain any provision excluding liability for loss and/or damage for which the TSP is responsible under the terms of the agreement.

(2) Informational Statement. The Negotiations Branch, PPO-E will evaluate the TSP's documentation on the basis of its adequacy, clearness, and responsiveness to the TOS.

(3) Financial Sheet. The Negotiations Branch, PPO-E will evaluate and is responsible for rendering and opinion determinative of a TSP's financial responsibility.

D. Deficient Applications. The Negotiations Branch, PPO-E reserves the right to request additional or supplemental information when that contained in the application is insufficient for a proper evaluation.

E. Approval. A TSP shall be approved when the evaluation results in a determination that the applicant possesses sufficient qualifications, experience, facilities, and financial responsibilities.

**2-4. CONTINUED PARTICIPATION:**

A. General. Once a TSP has been approved to participate, continued participation depends upon the following:

(1) The TSP showing a willingness and ability to meet the transportation requirements of the U.S. Government and this TOS; and

(2) The TSP's maintenance of financial responsibility, working capital, and other financial, technical, and management resources to perform.

(3) Submission of a performance bond in the amount of 100,000 Euro or 2.5 percent of a TSP's annual gross income for the previous year derived from Intratheater

Household Goods Traffic, whichever is more.

B. Submission of false information. Willful submission of false information on any document furnished by the TSP pursuant to this Tender of Service is punishable by fines, imprisonment, or both (U.S. Code Title 18, Section 1001/U.S. Law), and may be grounds for terminating the TSP's approval to participate in the SDDC Intratheater Household Goods Traffic Management Program.

C. Updating approval information. Whenever an approved TSP makes changes in its organization or operation to include changes in contracts with current TSP or contracts with new TSP, the TSP must advise the Negotiations Branch of PPO-E, in writing, of such changes.

### **SECTION 3 - SUBMISSION OF OFFERS AND RATE TENDERS**

**3-1. GENERAL.** Subject to Paragraph 3-4 below, TSP approved to participate in the Intratheater household goods program may submit offers to provide the transportation services covered by this TOS.

**3-2. TIME OF FILING.** Offers may be filed only during the period designated in the filing instructions of the six (6) different subprograms.

#### **3-3. CONTROL THROUGH STOCK OWNERSHIP:**

A. A party is considered to control or have the power to control a business, if the party controls or has the power to control fifty (50) percent or more of the concern's voting stock.

B. A party is considered to control or have the power to control a business, even though the party owns, controls, or has the power to control less than fifty (50) percent of the businesses voting stock, if the block of stock the party owns, controls, or has the power to control is large, as compared with any other outstanding block of stock.

C. If a businesses voting stock is distributed other than as described above, its management (officers and directors) is deemed to be in control of such business.

D. Control through Common Management. A business may be found as controlling or having the power to control another business when one or more of the following circumstances are found to exist, and it is reasonable to conclude that under the circumstances, such business is directing or influencing, or has the power to influence, the operation of such other business.

(1) Interlocking Management. Officers, directors, employees, or principal stockholders of one business serve as a working majority of the board of directors or officers of another business.

(2) Common Facilities. One business shares common office space and/or employees and/or facilities with another business, particularly where such businesses are in the same or related industry or field of operation, or where such businesses were formerly affiliated.

(3) Newly Organized Business. Former officers, directors, principal stockholders, and/or key employees of one business organize a new business in the same or a related industry or field operation, and serve as its officers, directors, principal stockholders, and/or key employees, and one business is furnishing or will furnish the other business with subcontracts, financial or technical assistance, and/or facilities, whether for a fee or otherwise.

(4) Statement of Common Financial or Administrative Control (CFAC) shall be completed by every TSP as appropriate. See Page 4 General Section for the required Form.

E. TSP declaring common control through stock ownership will be treated in accordance with Item 300D of the IPPRS. TSP under common control may be approved to participate in the SDDC Intratheater Household Goods Traffic Management Program, but not in the same subprogram. TSP failing to disclose common control relationships may be disqualified from the program at the discretion of the Director of PPO-E.

**3-4. ACCEPTANCE/REJECTION OF OFFERS.** Offers submitted shall be accepted/rejected in accordance with such terms and conditions as the Negotiation Branch, PPO-E deems necessary to assure maintenance of service, fair and reasonable pricing, and free and open competition. Offers outside the TSP's approved scope of operations and unrealistic rate offers will be rejected.

**3-5. PROCEDURES FOR SUBMISSION OF OFFERS.** The following instructions apply to the filing of rates and charges for the transportation services covered by this TOS. Where indicated, special instructions applicable to a specific filing cycle shall be issued by the Negotiations Branch, PPO-E and be in addition to these instructions. The Negotiations Branch, PPO-E, may issue additional terms, conditions, and instructions not referenced herein.

A. The following terms and conditions are applicable to all filing instructions.

(1) **Geographic Coverage.** The geographic coverage of this TOS is from/to points within all of Europe as identified in Appendix G.

(2) Rate Tender Duration.

(a) Effective Period/Dates. Rates are solicited for a period of one (1) year. The Negotiations Branch, PPO-E shall provide special instructions for each of the specific subprograms.

(I) **Containerized Household Goods (HHG).** Movement of HHG in containers whereby the TSP provides complete through service from origin residence to destination residence. Rate is based on net weight (NCWT) in Euro currency. (Appendix A)

(II) **51KMs or More Household Goods (HHG).** Line haul movement of HHG in a closed motor vehicle from origin residence to destination residence. Rate is based on net weight (NCWT) in Euro currency. (Appendix B)

(III) **50KMs or Less Household Goods (HHG).** Line haul movement of HHG in a closed motor vehicle from origin residence and HHG go directly into destination residence. Rate is based on net weight (NCWT) in Euro currency. (Appendix C)

(IV) Canceled. (Appendix D); Replaced by Global POV Contract.

(V) Canceled. (Appendix E); Combined with Appendix H.

(VI) **Line haul movement of Direct Procurement Method (DPM)** shipments from origin to destination. Rate will be based on gross weight (GCWT) in Euro currency. (Appendix F).

(VII) SDDC/EOCOM AOR. Appendix G.

(VIII) **Movement services, of Department of Defense Dependents School (DODDS) or Government office furniture, equipment and other miscellaneous office items.** Rate will be based on net weight (NCWT) in euro currency. (Appendix H).

(IX) **Deployment Storage Tender.** Complete storage services, including packing, drayage, handling in and out, storage at the nearest approved storage facility agreed upon by the Ordering Officer, and delivery and unpacking under deployment orders. Storage charges are payable on a monthly basis, except one-half

month's storage charge shall be paid on lots picked up for storage on, or after the 16<sup>th</sup> day of the month, and for lots released from storage on, or before the 15<sup>th</sup> day of the month. Rate will be based on net weight (NCWT) in Euro currency. Zones are as follows and include the geographic area serviced by the installation(s):

- Zone 1 - Kaiserslautern and Baumholder
- Zone 2 - Heidelberg, Mannheim, and Darmstadt
- Zone 3 - Giessen
- Zone 4 - Hanau, Frankfurt, and Wiesbaden
- Zone 5 - Wuerzburg, Kitzingen, and Schweinfurt
- Zone 6 - Ansbach and Illesheim
- Zone 7 - Bamberg
- Zone 8 - Grafenwoehr, Hohenfels, and Vilseck
- Zone 9 - Stuttgart
- Zone 10 - Garmisch
- Zone 11 - Schinnen and Geilenkirchen
- Zone 12 - Brussels, SHAPE, and Chievres
- Zone 13 - Vicenza
- Zone 14 - Livorno
- Zone 15 - Naples (Appendix I)

(b) Extensions. Negotiations Branch, PPO-E shall extend tenders not to exceed the maximum six (6) months under special emergency situations. No rate tenders shall remain in effect for over eighteen (18) months without re-solicitation.

(3) Additional Provisions. Any offer made in response to these instructions is subject to the provisions of this TOS supplements thereto and reissues thereof. Any offer made in response to these instructions constitutes information proprietary to the offering TSP until acceptance of the offer by the Negotiations Branch, PPO-E.

(4) Submission of Offers.

(a) Documentation requirements. Offering TSP's shall submit their rates, in English, by electronic mail (e-mail) to [ppd@eucom.mil](mailto:ppd@eucom.mil).

(b) Designated Representatives. Offering TSP's shall be responsible for any rates offered by their designated representative.

(c) Electronic Mail (e-mail). All TSP's participating in the e-mail system shall designate an official company address. All offers received from this official company address will constitute a legal binding agreement on the offering TSP. This electronic signature (electronic address) shall substitute for a signature. Offering TSP shall ensure that the designated representative's name and title are listed.

(d) Incomplete Offers.

(I) Discovery prior to Suspense Date. Negotiations Branch, PPD will attempt to return any incomplete offer discovered prior to the required suspense date. However, it is the offering TSP's responsibility to ensure completeness of offer prior to submission.

(II) Discovery after the Suspense Date. Offer shall not be considered and offering TSP shall be notified.

(e) Suspense Date. Offers shall not be considered if they are not physically received in the Negotiations Branch, PPO-E office not later than (NLT) 2400 hours (European Standard Time), on the required suspense date annotated in the solicitation letter. Submitting agencies are required to take into account the transit time when determining the electronic transmission of offers to ensure they do not miss the suspense date.

(5) Rates/Charges.

(a) Household Goods

(I) Rates shall be a single-factor rate submitted based on the net hundredweight (NCWT) in the Euro Currency.

(II) Charges. The following constitute the services to be provided:

(i) Packing at origin residence, which will include all articles except wooden boxes and wooden crates, the use of packing containers and materials including protective pads, from origin to destination;

(ii) Loading and unloading;

(iii) Unpacking at destination;

(iv) Actual movement or transportation of property from origin to destination (including ocean transportation);

(v) Removal and placement of each article in the residence, warehouse, or other buildings;

(vi) Disassembly and assembly of furniture;

(vii) Ferry, tunnel, and bridge charges/tolls;

(viii) Rigging, hoisting, or lowering of articles from any buildings with four (4) or less floors; and,

(ix) Customs clearance.

(6) Storage-in-Transit (SIT). All rates, rules and charges for SIT, not included in the rate, i.e., delivery in/out SIT, shall be in accordance with provisions of the current IPPRS, as amended each rate cycle. Note: when the TO orders delivery out of SIT it must be accomplished within five days.

(7) Accessorial and other services. All rates, rules and charges for accessorial and other services, not included in the rate, shall be in accordance with the current IPPRS, with exception of the following line items in Appendix H (DODDS/Government Furnishings and Equipment).

(a) Item 500: Piano - All types EURO 167 CWT

(b) Item 501: Modular Workstations - (Disassembly and Reassembly)  
EURO 106 CWT.

(c) Item 502: Safes - All types EURO 150 CWT

(8) Evaluation and acceptance.

(a) Evaluation. The Negotiations Branch, PPO-E shall issue special instructions.

(b) Acceptance. The U.S. Government reserves the right to accept any offer conforming to the requirements of this request without further negotiation, to reject without negotiation any offer not conforming to the requirements of this request, to reject any offer without negotiation for which price is considered unreasonable, or to conduct such negotiations as it deems proper.

(9) Special Tender. The tender and effective dates are based upon unusual movement requirements and/or urgency of request. Duration is minimum of 30 days, but not to exceed six (6) months. Short submission time constraints require the use of

electronic mail (e-mail) transmissions only.

(10) One-Time-Only (OTO) Tender (Intratheater). The tender and effective dates are based upon unusual movement requirements and /or urgency of request on an OTO basis. Duration shall not exceed 30 days. Short submission time constraints require TSP's to respond by use of electronic mail (e-mail) transmissions only.

### **3-6. PROCEDURES FOR FILING RATE TENDERS.**

A. PREPARATION OF RATE TENDERS. Rate tenders will be prepared and forwarded via email only.

(1). Rate tenders must remain in Microsoft Word document format in which received. No alterations to document format will be accepted.

(2). Failure to comply with this item will be cause for rejection of the tender. However, a TSP may be given a one-time opportunity to resubmit the rate tender in the proper document format within the time period specified by the notification letter from the Negotiations Branch, PPO-E. Failure to do so will preclude the TSP from further participation for that rate cycle.

B. SUBMISSION OF RATE TENDERS. Submit rate tenders to the following email address: [ppd@eucom.mil](mailto:ppd@eucom.mil). Rate tenders must be received at the Negotiations Branch, PPO-E, by 2400 hours, Central European Time, on or before the suspense date established by the solicitation letter.

C. CANCELLATION OF RATE TENDERS. Rate tenders will remain in effect for the specified minimum period of one (1) month until cancelled by the TSP or the Negotiations Branch, PPO-E, by submitting a thirty days (30) written notice prior to the desired termination date. Cancellation of a rate tender will preclude a TSP from further participation in the subprogram in which the rate tender was cancelled.

**3-7. ALTERNATION OF RATES.** Both HQ SDDC and the Negotiations Branch, PPO-E solicits Intratheater European rates. As such, cost comparisons between the two solicitations (IPPRS and the SDDC Intratheater Household Goods Solicitation) will be conducted to determine the most cost effective rates for the movement of personal property shipments. However, the nature of the shipment and extenuating circumstances will be considered in the determination of an appropriate rate.

## **SECTION 4 - STATEMENT OF WORK**

**4-1. PERFORMANCE REQUIREMENTS.** Will be in accordance with Appendix B of DOD 4500.9R, Defense Transportation Regulation (DTR), Part IV, Personal Property.

**4.2. REWEIGH.** Prior to the delivery of the shipment, the TSP, upon request of the shipper or his representative, will reweigh the shipment. Reweigh of the shipment must be performed on a scale different from the one on which the original weighing occurred.

## **SECTION 5 - PERFORMANCE REQUIREMENTS**

**5-1. PERFORMANCE OF ORIGIN AND DESTINATION SERVICES.** All origin and destination services shall be performed between 8AM and 5PM on workdays, excluding Saturdays, Sundays, and Foreign (Host Nation) Holidays, unless mutually agreed upon by the TSP and the owner of the household goods or his designated representative, in writing, and no liability on the part of the U.S. Government will be incurred for overtime labor or any other additional charges. TSP must, if requested, produce a copy of this in writing to the Negotiations Branch, PPO-E. **If service is requested for emergency or contingency situations by the CPPSO/PPSO for other than normal duty hours liability on the part of the U.S. Government will be limited to Item 502B in the IPPRS.**

**5-2. ISSUANCE OF AN APPROVAL TO PERFORM SPECIAL SERVICES.** The Government Bill of Lading (GBL) Issuing Officer shall issue approvals for TSP to perform special services in accordance with paragraph 8-4E.

**5-3. SHIPMENT TRACING.** When the GBL Issuing Officer or PPO-E requests information concerning shipments in transit, TSP will acknowledge and retain a written, electronic transmission (Fax or e-mail) and make a prompt report within 24 hours to the requestor as to the location of the shipment.

**5-4. DELAYS.** When, for any reason, a TSP finds it impossible to meet the scheduled pickup date or the required delivery date, the GBL Issuing Officer, and if practicable, the owner, will be notified. Shipments held by a TSP or its agent for any reason, shall not incur liability on the part of the U.S. Government or the owner for additional charges, unless specific written approval has been obtained from the GBL Issuing Officer.

**5-5. NOTIFICATION OF INBOUND HHG SHIPMENTS.** TSP agrees to notify the destination CPPSO/TMO/TO upon the arrival of HHG and prior to the delivery to the property owner. TSP will effect delivery out of SIT as requested by the destination CPPSO/TMO/TO and make delivery within the required five (5) working days after notification or in accordance with the requested delivery date (RDD).

**5-6. Installation Access Requirements.** TSP shall comply with the individual installation access requirements. Missed or delayed pickups or deliveries due to failure to comply with the installation access requirements are the responsibility of the TSP, and will not be charged to the Government.

**5-7. Deployment Storage Requirements:**

**A. General.** TSP shall be given 3 days notice prior to the requested pickup date. The TSP shall be given 3 days notice for delivery of storage lot. (See Paragraph 5-7E for emergency procedures) The point of contact (POC) at the responsible activity, will provide the TSP the following information prior to date of pickup: Owners name, building number(s), location(s) and estimated weight of each shipment not later than 1 day prior to pickup. The POC shall take immediate action to secure a TSP to provide the required packing service for "short" notice pickups (shipment picking up in less than 2 days). Pack/pickup and deliveries may require overtime and weekend work and will be billed in accordance with Item 502B in the IPPRS. TSP liability and claims for loss and/or damage shall be in accordance with the current IT TOS.

**B. Location.** Each TSP is required to provide a list of Government approved storage locations to the Ordering Official and SDDC-E. When TSP has more than one storage location, agreement will be made at the time of ordering deployment storage services, where property will be stored. Zones are identified as follows and include the geographic area serviced by the installation(s).

- Zone 1 - Kaiserslautern and Baumholder
- Zone 2 - Heidelberg, Mannheim, and Darmstadt
- Zone 3 - Giessen
- Zone 4 - Hanau, Frankfurt, and Wiesbaden
- Zone 5 - Wuerzburg, Kitzingen, and Schweinfurt
- Zone 6 - Ansbach and Illesheim
- Zone 7 - Bamberg
- Zone 8 - Grafenwoehr, Hohenfels, and Vilseck
- Zone 9 - Stuttgart
- Zone 10 - Garmisch
- Zone 11 - Schinnen and Geilenkirchen
- Zone 12 - Brussels, SHAPE, and Chievres
- Zone 13 - Vicenza
- Zone 14 - Livorno
- Zone 15 - Naples

**C. Rates.** The rates contained in appendix I apply to all lots of personal

property pertaining to individuals entitled to special storage under deployment orders. The commodity stored will be described as "Household Goods", regardless of the contents. The minimum weight chargeable is 100 pounds net. Rates are applicable for: packing, including all necessary materials, drayage, handling in and out, storage at the nearest approved storage facility agreed upon by the Ordering Official, and delivery and unpacking. Storage charges are payable for a calendar month, except one-half month's storage charge shall be paid on lots picked up for storage on or after the 16<sup>th</sup> day of a month and for lots released from storage on or before the 15<sup>th</sup> day of a month. Applicable rates for accessorial services are those contained in the IPPRS in effect on the date the particular service begins and billed under Item 7-1, A8.

D. Reporting Requirements. TSP shall maintain computer capability to provide a computerized monthly (or when requested) report to the Ordering Official, showing the GBL number, name, SSN, weight, date of pickup, and warehouse location of HHG. It is imperative that TSP maintains a locator system and accurate computerized records to generate a report (when requested) in an effective and efficient manner.

E. Emergency Procedures. Property owners will be counseled to identify personal effects to be packed in a 4 cubic foot carton for use in the event of emergency leave while deployed. TSP will provide a 4 cubic foot carton for these items and annotate inventory Item number as "Emergency" items, in addition to the normal general description of the contents. The TSP shall deliver the designated emergency carton or have the carton available for pick up at the warehouse (at the property owners discretion) within 24 hours/1 day of the POC notification for the purpose of Emergency Leave Travel. When ordered by the Government during other than normal duty hours liability on the part of the U.S. Government will be limited to Item 502B in the IPPRS

F. Delivery from Storage. When deployed property owner returns, the ordering officer will order property out of storage by issuance of a GBL (SF 1103 or SF 1203). Block 25 will cross reference the PPGBL information placing the property into Deployment Storage.

## **SECTION 6 - INSPECTION**

6-1. INSPECTION OF WAREHOUSES, FACILITIES, AND OPERATIONS. Inspections will be conducted in accordance with Appendices D & E of DoD 4500-9R, Defense Transportation Regulation (DTR), Part IV, Personal Property, by SDDC, CPPSO, TO or TMO.

## **SECTION 7 - PAYMENT OF CHARGES**

### **7-1. PAYMENT OF CHARGES**

A. Billing of Charges. All charges for transportation and related services shall be in accordance with the applicable lowest overall cost offer and will be billed to the respective finance center shown in the "Bill Charges to" block on the GBL (SF 1103 or SF 1203). The TSP's invoice for charges must be supported by the following documents, as applicable. Failure to submit any of the documents shall result in non-payment of the associated charges.

(1) Invoice. The TSP shall provide the Original Invoice on letterhead with the following information:

(a) TSP Invoice Number. Limited to 15 alphanumeric characters.

(b) Serial Number of Transportation Document. A complete serial number and letter prefix of the ordering document.

(c) Tender Number. The eight alphanumeric characters assigned by the TSP for a particular rate tender. This number consists of the 5-digit alpha TSP identifier and 3 numeric characters assigned by SDDC-PPO-Europe.



(d) Charges. Charges set forth as indicated on the rate tender.

(e) TSP's Certificate. The original of each invoice shall be certified in the name of the TSP by a responsible representative thereof, over the official title of his office and signed in his own handwriting in ink; "I certify that the above account is correct and just; that the services have been rendered as stated. That payment therefore has not been received and that the rates charged are not in excess of the lowest rates available to the U.S. Forces, based on tariffs effective at the date of service; and that said rates are exclusive of all taxes or duties exempted by agreement between the origin country and the U.S. Government, and any other tax exemptions applicable to any items covered by the TOS relative to which this invoice is rendered." In the event the original is lost, TSP will submit in lieu of the original, a certified copy, signed by a TSP's representative and the responsible GBL issuing office.

(2) Supplemental Invoice. If required, supplemental invoices shall be identified by the use of an alphabetic suffix behind the TSP invoice number (i.e. 34567-C).

(3) Government Bill of Lading (GBL). Original U.S. Government Bill of Lading or certified copy of the original waybill and other U.S. Government approved documentation.

(4) Scale Tickets.

(a) Scale tickets shall be signed by a certified weigh master and indicate gross and tare weights for determining the net weight (original weighing and re-weighing) with proper identification of the shipment thereon and, if applicable, a copy of the request for re-weighing. TSP may utilize their own scales or any certified public scales.

(b) Ordering document shall list the number of the weight certificate, owner's name, and truck or trailer license number.

(c) Door-to-Door containers shall be weighed separately from the truck and/or trailer. A weight certificate is required for each container.

(d) Substitution of Containers for Line Haul Moves. TSP may elect to provide SDDC-approved container(s), at no extra charge to the U.S. Government. Container shall be weighed separately from the truck and/or trailer. A weight certificate is required for each container.

(5) Diversion/Reconsignments. Authorization for diversion or reconsignment will be in accordance with current IPPRS.

(6) Approvals and Authorization for Waiver. Written authorization for waiver of any requirements stated herein and any written approvals for changes, if additional charges are to be assessed as a result of the waiver or approval;

(7) DD Form 619. Original "Statement of Accessorial Services Performed" (DD Form 619) when charges are assessed for accessorial services, not including SIT.

(8) DD Form 619-1. Original "Statement of Accessorial Services Performed - SIT Delivery and Reweigh" (DD Form 619-1), when charges are assessed for SIT delivery. Net or gross weight, whichever is applicable, will be noted on the DD Form 619-1.

(9) Copy of DD Form 1299.

(10) Copy of Inventory.

(11) Copy of Members Orders.

Note: All DoD forms may be accessed on the internet at <http://www.sddc.army.mil/>.

From this site you can use the U.S. Army Publishing Agency Link.

**B. Invoice Billing Address.** All invoices will be submitted for review and certification by the responsible GBL issuing office prior to submission to the paying office address:

Defense Finance and Accounting Service  
Kleber Kaserne, GEB. 3200 ATTN: TP  
Mannheimer Str. 218/219  
67657 Kaiserslautern, Germany

**C. Billing of Distances.** It will be in accordance with the Defense Table of Official Distance (DTOD). Intratheater shipments made under this tender are subject to the terms and conditions of the GBL, the rules and regulations contained herein and the DTR. Where rates or other services are based on kilometers, the distance or kilometer computations shall be those provided in the DTOD. Appendix I will be based on zones.

**D. TSP will not render, nor will the U.S. Government pay for, any service not authorized herein.** EXCEPT when a specific service beyond the scope of this tender is ordered by SDDC or the GBL issuing office on the GBL and/or approved on the DD Form 619.

#### **7-2. CHARGES FOR LOST OR DESTROYED SHIPMENT**

**A. Total Loss.** The TSP shall not collect, or require, a payment of any charges when the shipment is totally lost or destroyed in transit. Notwithstanding any other provisions of this paragraph, the TSP shall collect, and the shipper shall be required to pay, any specific valuation charge that may be due. This paragraph shall not be applicable to the extent that any such loss or destruction is due to the act or omission of the shipper.

**B. Partial Loss.** In the event that any portion, but less than all, of a shipment of household goods is lost or destroyed in transit, the TSP shall refund that proportion of its charges (including any charges for accessorial or terminal services) corresponding to that portion of the shipment which is lost or destroyed in transit. In order to calculate the charges applicable to the shipment as delivered, the TSP shall multiply the percentage corresponding to the portion of the shipment delivered by the total charges applicable to the shipment as tendered by the shipper. If the charges computed in the manner set forth above exceed the charges otherwise applicable to the shipment as delivered, the lesser of those charges shall apply. Notwithstanding any other provisions of this paragraph, the TSP shall collect, and the shipper shall be required to pay any specific valuation charge that may be due. The provisions of this paragraph shall not be applicable to the extent that any such loss or destruction is due to the act or omission of the shipper. TSP shall determine, at their own expense, the proportion of the shipment not lost or destroyed in transit.

**7-3. CHARGES FOR REPACKING PREPACKED ITEMS.** The U.S. Government will bear the costs for the TSP re-packing any partial withdrawals from storage in accordance with provisions of the IPPRS.

#### **7-4. OVERCHARGE NOTICES**

**A. DFAS Europe shall have the responsibility to question or disapprove that part of payment to a TSP which is found to be unlawful or mathematically incorrect, or which is not accompanied by documentary support establishing an obligation of the U.S. Government.**

**B. Overcharges Discovered Before Payment.** When invoices are audited prior to payment and an overcharge or no documentary support of a charge is included, the finance office shall deduct the amount in question and pay the balance of the invoice. An overcharge notice shall be sent to the TSP explaining the deduction.

C. Overcharges Discovered After Payment. When an audit reveals an overpayment finance office shall send the TSP an overcharge notice. TSP shall provide a prompt refund for the amount due or finance office shall deduct the amount from the next invoice paid to the TSP.

D. Overcharge Appeal. In the event a TSP is not in agreement with the overcharge notice, a reply, in writing, shall be made promptly explaining the reason for non-acceptance supported by documentary evidence, which will be verified by the responsible GBL issuing office. When additional information and/or explanation are required to support a TSP's invoice, the finance office will contact the originator of the request for such information.

**7-5. OFFSETS.** The Chief, DFAS Europe shall execute offsets submitted by the responsible U.S. Government Claims Officer for any U.S. Government agency against the TSP invoices. Offsets shall be made under authority of applicable DOD Finance and Accounting Regulations and such U.S. Code/U.S. Law provisions relevant to the disbursement of public funds. The Commander, USAFE, Europe shall execute offsets submitted by the responsible claims officers for all U.S. Government agencies against TSP invoices. Offsets shall be made under authority of applicable DOD Finance and Accounting Regulations and such U.S. Code provisions relevant to the disbursement of public funds.

## **SECTION 8 - STATEMENT OF RESPONSIBILITY & AUTHORITY**

**8-1. GBL ISSUING OFFICER RESPONSIBILITIES AND AUTHORITIES.** Responsibilities and authorities of the GBL Issuing Officer will be in accordance with Chapter 401, DOD 4500.9R, DTR, Part IV, Personal Property.

**A. Customs Documents.** The GBL Issuing Office shall issue all required custom documents for all shipments, except "RETIREMENT" or "SEPARATION" shipments that cross international borders. Retired or separated personnel shall be advised that all customs entry requirements remain a personal matter between the member and the foreign government concerned. The member shall contact the nearest consulate or embassy of the country concerned for pertinent information regarding customs, immigration, and quarantine entry requirements.

**B. Border Crossings.** TSP is required to comply with border clearance laws and regulations of host foreign countries when DOD sponsored shipments cross their boundaries. Refer to the Defense Travel Regulation Part V, DOD Customs and Border Clearance Policies and Procedures, for guidance.

C Filing of Claims.

(1) Claims for Equitable Adjustment for Incomplete or Non-performance of Services. The GBL Issuing Officer is authorized and is responsible for filing claims with the TSP for equitable adjustment of the shipment costs in the event of incomplete or non-performance of services.

(2) Initial Decisions.

(a) Excusable Delay, Refusal, or Failure. If the TSP claims they should be excused when delay, refusal, or failure to provide services is alleged, only the GBL Issuing Officer shall make the decisions as to whether such delay, refusal, or failure is excusable. Causes beyond the control and without the fault or negligence of the TSP include, but are not restricted to, acts of God or the public enemy, strikes, freight embargoes, and unusually severe weather, provided, however, that this provision shall not take effect unless the TSP shall notify the Ordering Officer immediately of the cause of any such delay, refusal, or failure. In such event, the Ordering Office will ascertain the facts and the extent of delay, refusal, or failure and advise the GBL Issuing Officer who shall then decide whether or not the TSP is excused of the delay, refusal, or failure to complete the services. In the event the GBL Issuing Officer determines that the alleged delay, refusal, or failure is inexcusable, the Ordering Office shall determine whether to terminate the order. The

GBL Issuing Officer shall advise the TO or TMO of its decision.

(3) Settlement of Claims. In the event the TSP fails to settle a claim within 30 days of receipt, or an additional 30 days, or fails to settle a claim to the satisfaction of the Federal agency paying the costs of the services furnished pursuant to this TOS, or of the Ordering Office, the GBL Issuing Officer is authorized:

(a) To make initial decisions determining of TSP liability for equitable adjustment for incomplete or non-performance of services; and/or,

(b) In making decisions determining of TSP liability, the GBL Issuing Officer has the right to interview the TSP, review the TSP's settlement and all supporting schedules and documentation, determine the propriety of that settlement and, when appropriate, direct the TSP to settle in the amount or amounts determined proper by the GBL Issuing Officer.

**(4) Effect of Initial Decisions. Unless appealed to the Director, SDDC-PPO-E, initial decisions of the GBL Issuing Officer shall be final and conclusive upon the TSP.**

## **8-2. TSP APPEALS PROCEDURES**

### **A. Handling of TSP Appeals.**

(1) Revocation of Approval. In the event a TSP appeals PPO-E's initial decision to revoke its approval to participate in the Intratheater HHG Program, the Director of PPO-E shall handle the appeal in accordance with the provisions of Title 41, Code of Federal Regulations (CFR), Part 101-40.408.3/U.S.Law. The TSP has the right to appeal such proposal to the Negotiation Branch, PPO-E, within 30 days of receipt of notification.

(2) Temporary Non-use, Suspension, and Debarment. In the event a TSP appeals the U.S. Government's initial decision to place it in temporary non-use, suspension, or debarment, the U.S. Government shall handle the appeal in accordance with the provisions of Title 41, CFR, Part 101-40.4/U.S.Law. The TSP has the right to appeal such proposal to the Negotiations Branch, PPO-E, within 30 days of receipt of notification.

(3) Corrective Actions. In the event a TSP appeals corrective actions required as a result of an on-site review in accordance with Paragraph 6-1A, the Director of PPO-E shall handle the appeal in accordance with the provisions of Title 41, CFR, Part 101-40.408.3/U.S.Law.

**B. Performance Reports.** In the event a TSP appeals performance information, the Director of PPO-E shall consider only those items which are factual in nature, and shall inform the TSP of the result of its review within 30 workdays of receiving the TSP's submission or presentation.

**C. Dispute Settlement.** In the event a TSP disagrees with an initial decision of the GBL Issuing Officer and a satisfactory agreement cannot be reached, the Director of PPO-E is authorized after review of all relevant and necessary information to issue a final decision on the matter in dispute.

**D. Review of Records.** Until the expiration of three years after final payment under this agreement or of the time periods for the particular records specified in Subpart 4.7 of the Federal Acquisition Regulation (48 CFR 4.7), whichever expires earlier, the Director of PPO-E, or authorized representative(s), shall have access to and the right to examine any books, documents, papers, and records to include contracts with other TSP, agents or other contractors involving transactions related to this TOS or compliance with any clauses there under. The TSP shall furnish, upon request, copies of all documents/records deemed necessary by the Negotiations Branch, PPO-E or his representative. The TSP shall furnish copies of such records at no cost to the U.S. Government.

E. This TOS shall be construed and interpreted in accordance with the substantive laws of the United States of America. By the execution of this TOS, the TSP expressly agrees to waive any rights to invoke the jurisdiction of local nation courts where this TOS is performed and agrees to accept the exclusive jurisdiction of the Defense Office of Hearings and Appeals (DOHA) and the United States Court of Federal Claims for hearing and determination of any and all disputes that may arise under the Disputes clause of this (TOS).

F. In any dispute arising out of this tender of service, the decision of which requires consideration of question of law, the rights and obligations of the parties shall be interpreted in accordance with the substantive laws of the United States.

G. Statute of limitation as defined in 28 USC 2415(a)/U.S. Law [incorporated by reference].

H. The statutory authority for pursuing TSP recovery against third parties is the Federal Claims Collection Act, 31 USC 3711-3720E/U.S.Law.

I. Emergency offset can be executed in accordance with CFR 102 (b)(5) if failure to do so would substantially prejudice the Government's ability to collect the debt.

### **8-3. INTRATHEATER QUALITY PROGRAM**

**A. Quality Assurance Actions.** When a TSP violates any provision of the Intratheater TOS, rate solicitation or commits unethical or unlawful acts, the TSP will be placed in nonuse or suspended. The CPPSO/TMO/TO will take into consideration the severity of the violation(s) and the impact on the property owner as well as the TSP's past performance.

(1) **Nonuse Actions:** The Negotiations Branch, PPO-E or the respective CPPSO/TMO/TO office is authorized to place a TSP in non-use for a definite or indefinite period of time. Upon resolution of the deficiency causing the action, the TSP will be removed from non-use and will be eligible to receive traffic. There is no minimum or maximum time for a non-use.

**(2) Suspension Actions:**

(a) All suspensions will remain in effect for a minimum of 30 days.

(b) All suspensions will run consecutively. If a TSP receives a second suspension while under a current suspension, the TSP will remain in a suspended status for a minimum 60 days.

(c) TSP must provide acceptable corrective action for all suspensions before they may be reinstated.

(d) DD Form 1814 will be used to notify the TSP of a suspension action.

**(3) Suspension Procedures:**

**(a) Regular Suspension:**

(i) Regular suspension may be imposed when a TSP commits the same violation three or more times during a 6 month period.

(ii) The TSP will be afforded a period of 20 days from the signature date on the DD Form 1814 before effecting the suspension. The TSP may use this opportunity to provide compelling evidence to refute the basis for the suspension.

**(b) Immediate Suspension:**

(i) An immediate suspension will be imposed when a TSP's performance

on a single shipment is such that the continued participation in Intratheater traffic is unacceptable.

(ii) The immediate suspension will be effective on the signature date on the DD Form 1814 issuing the suspension.

**(4) TSP Appeal of a Suspension Action:**

(a) The TSP may appeal a suspension within 45 days from the date of the signature on the notification of suspension.

(b) The CPPSO/TMO/TO must respond to the TSP's appeal not later than 45 days from the postmarked date on the TSP's letter of appeal or the TSP will be reinstated until the appeal is resolved.

(c) An appeal denied by the CPPSO/TMO/TO may be further appealed by the TSP to SDDC-PPO-E. SDDC-PPO-E is the final appellate authority. If SDDC-PPO-E does not respond within 45 days from the postmarked date of the TSP's letter of appeal, the TSP will be reinstated until the TSP is provided a written response.

B. TSP Review Board. The Negotiations Branch, PPO-E is authorized to convene a TSP Review Board based on three suspensions within a six (6) month period or at the request of the responsible transportation office. The Board may impose, but is not limited to, the following possible disciplinary actions:

- (1) Disqualification theater-wide for one to three years,
- (2) Disqualification for a specific servicing location for one to three years,
- (3) Probationary period not to exceed eighteen months, and/or
- (4) Suspension for one to three years.

**8-4. TSP RESPONSIBILITIES**

A. General. The TSP responsibilities specified below are in addition to all other requirements of this TOS.

B. Complaint and Inquiry Handling. Each TSP engaged in the transportation of household goods subject to the provisions of this TOS shall establish and maintain a procedure for receiving and responding to complaints and inquiries from the GBL Issuing Officer and the owner of the household goods or his/her representative. The procedure shall include a means whereby the GBL Issuing Officer and the owner or his/her representative are aware of the telephone number by which they can communicate with the principal office of the TSP. The TSP shall retain and make part of the file relating to a shipment a written record of all complaints received in writing or by telephone from the GBL Issuing Officer and the owner or his/her representative.

C. Document Preparation and Annotation. To the extent applicable and not otherwise specifically provided herein, the TSP is responsible for properly preparing and annotating the shipping, billing, and claims settlement documents.

D. Document Distribution. The TSP is responsible for distributing the shipping documents as follows:

(1) Retained by the TSP: Original GBL (SF 1203 or 1103), copy of estimate, copy of inventory, originals of DD Form 619 and 619-1, and original weight and reweigh tickets.

(2) Furnished to owner or designated representative: Original estimate and original inventory.

(3) Furnished to GBL Issuing Office: Copies of estimate, inventory, DD Forms

619 and 619-1, and weigh and reweigh tickets.

(4) Provided within 10 workdays of move to the GBL Issuing Office:

(a) DD Form 619-1. A legible copy of DD Form 619-1, if SIT or reweigh services are performed en route or at destination

(b) Reweigh Tickets. A legible copy of the certified reweigh ticket prepared by a certified weigh master on a certified scale, if requested by the GBL Issuing Officer.

(5) The TSP will provide the GBL Issuing Officer, no later than 14 workdays after receipt of shipment or GBL, whichever is later, the following documents:

(a) One memorandum copy of the GBL (Standard Form 1203/1103a). On containerized shipments, the TSP will indicate on the GBL the total number of containers and the gross cube of the shipment.

(b) Statement of Accessorial Services Performed (DD Form 619). One signed copy of the Statement of Accessorial Services Performed (DD Form 619 or comparable commercial form) itemizing the accessorial services performed at origin;

(c) Inventory. One legibly signed copy of the Household Goods Descriptive Inventory; and

(d) Weight tickets. One legible copy of the weight tickets prepared by a certified weigh master or on a certified scale. If a shipment is to be delivered prior to the submission of these documents, the GBL Issuing Officer will be advised of the weight of the shipment by telephone, or other appropriate means, prior to delivery, unless an exception to this requirement is granted.

E. Requests for Approval to Perform Special Service. Because of the incompatibility of a TOS requirement with the circumstances prevailing on a given shipment, a TSP may request from the GBL Issuing Officer at any time but prior to performance approval to provide a special service. If requested verbally, the request must be confirmed in writing.

F. Holding HHG Shipments (Lien). TSP agree to abide by the procedures set forth in Item 325 of the IPPRS. Any TSP, agent, freight forwarders or contractor that detains or impounds U.S. Government shipments will be subject to immediate disqualification by the Director, PPO-E.

G. Prepayment of Charges. TSP shall in no way demand prepayment of charges nor make any collection of charges at the time of delivery.

H. Equipment. Equipment shall be in good operating condition and the interior of vans, trailers, and containers shall be clean and contain a sufficient quantity of clean pads, covers, and other protective equipment to ensure safe transit of the household goods.

I. Facilities. The TSP and its agents must maintain equipment, facilities, operations, and personnel adequate and capable of performing the services required by this TOS and ordered by the TO or TMO.

J. Maintenance of Records.

(1) Records Maintenance. The TSP shall maintain for each shipment handled pursuant to this TOS copies of the invoice and all supporting documents. The TSP shall also maintain all relevant notes, worksheets, and other documents necessary for reconstructing or understanding the shipment and its handling.

(2) Microfilming Records. The TSP may use microfilm (e.g., film chips, jackets, aperture cards, micro-prints, roll film, and microfiche) or electronic means

for recording keeping, subject to such limitations as are determined by the Negotiations Branch, PPO-E.

(3) Filing and retrieval. The TSP shall:

(a) Maintain an effective indexing system to permit timely and convenient access by the U.S. Government to the records.

(b) Have adequate viewing equipment, if microfilmed or stored electronically, and provide printouts of the approximate size of the original material.

(4) Quality control.

(a) The microfilm when displayed on a microfilm reader (viewer) or reproduced on paper must exhibit a high degree of legibility.

(b) The quality of the TSP's record microfilming or electronic storage processes is subject to periodic review by the Program Manager or authorized representative.

K. Employees. Labor employed by the TSP shall be qualified and competent in the performance of required services. TSP personnel who perform services at the owner's residence shall be neat, courteous and must be able to write and speak English to the people with whom they deal or are in contact. TSP personnel reported by the GBL Issuing Officer or the owner as being under the influence of alcohol or drugs, using abusive language, or engaging in abusive conduct will be immediately replaced by the TSP or its agents on the job by qualified personnel or the TSP may be placed in immediate suspension by the GBL Issuing Officer or by the Negotiations Branch.

L. Household Goods Agents.

(1) Responsibility for Acts or Omissions. Each TSP providing transportation of household goods subject to the provisions of the TOS shall be responsible for all acts or omissions of any of its agents which relate to the performance of household goods transportation services (including accessorial or terminal services) and which are within the actual or apparent authority of the agent from the TSP or which are ratified by the TSP.

(2) Responsibility for Diligence and Reasonable Care. Each TSP providing transportation of household goods subject to the provisions of the TOS shall use due diligence and reasonable care in selecting and maintaining agents who are sufficiently knowledgeable, fit, willing, and able to provide adequate household goods transportation services (including accessorial and terminal services) and to fulfill the obligations imposed upon them by this TOS and by such TSP.

M. Routing of Shipments. A TSP is responsible for routing all shipments via usually traversed routes between origin and destination. Moving shipment in accordance with date of pickup as reflected on the PPGBL and shall not transship when satisfactory direct service is available, unless a TSP has requested approval of indirect routing or transshipment to a particular destination and a waiver is granted by the GBL Issuing Officer. (See Paragraph 7-1 for payment of charges.)

N. Use of Alternate TSP.

(1) Definitions:

(a) Principal TSP. Principal TSP, as used in this paragraph, means the TSP, motor common TSP or freight forwarder, named on the GBL, including its employees and contract (other than trip lease) drivers, if applicable, and those holding primary agency agreements in accordance with 49 CFR 1056.14(a)(1) in the course of which and in the normal course of their business hold themselves out as representing the principal TSP.



(b) Alternate TSP. Alternate TSP, as used in this paragraph means a person acting individually or as an established business furnishing origin, line haul, or destination services for a specific shipment other than the principal TSP. It includes TSP operating in conjunction with the principal TSP on the basis of interline or trip lease arrangements.

(2) Motor TSP:

(a) Responsibility. The principal TSP is responsible for and shall perform origin, line haul, and destination services from point of origin to final destination. In any event, the principle TSP is responsible for performance of all required services.

(b) Use of Alternate TSP. Unless specifically approved by the GBL Issuing Officer, the principal TSP may not use, transfer, surrender, interline, or otherwise relinquish possession of the property to an alternate TSP. If the GBL Issuing Officer approves such action, the alternate TSP must be an approved participant in the SDDC Intratheater Household Goods Traffic Management Program.

(c) Responsibility of Alternate TSP. The alternate TSP must perform the assigned services to the same extent as the principal TSP and is subject to all provisions of this TOS relating to that performance as though the alternate TSP were the principal TSP.

(d) Notice to GBL Issuing Officer. The principal TSP must notify the GBL Issuing Officer, in writing, prior to performance of services the name of all alternate TSP being used for the performance of origin, line haul, and destination services.

(3) Freight Forwarder:

(a) Responsibility. The principal TSP is responsible for the performance of origin, line haul, and destination services from point of origin to final destination and shall satisfy all required services.

(b) Use of Alternate TSP. The principal TSP may not use a motor TSP for the performance of line haul services that is not an approved participant in the SDDC Intratheater Household Goods Traffic Management Program.

(c) Notice to GBL Issuing Officer. The principal TSP must notify the GBL Issuing Officer, in writing, prior to performance of services the name of all alternate TSP being used for the performance of origin, line haul, and destination services.

O. Volume. This TOS and its subsequent personal property programs DO NOT obligate the U.S. Government to utilize the services of any specific TSP to any extent whatsoever nor does it constitute a representation that the U.S. Government shall use the services of the TSP in connection with any volume of personal property shipments. Any information furnished the TSP by the U.S. Government representatives as to past volume or estimated volume shall not be construed as a commitment of any kind. The U.S. Government shall use the lowest cost TSP to the maximum extent possible provided that TSP provides an acceptable level of service.

P. Ordering Officials. Only Government Transportation Officers or Transportation Agents charged with the responsibility of moving personal property for the U.S. Government are authorized to issue U.S. Government Bills of Lading (SF 1203 and/or 1103) under this TOS or its subsequent subprograms.

## **SECTION 9 - REPORTING REQUIREMENTS**

#### **9-1. UNUSUAL INCIDENTS**

**A. Content of report.** In the event of incidents of major significance which produce substantial loss, damage, or delay, such as strikes, embargoes, fires, and similar incidents, the TSP must submit the following information on each shipment involved to SDDC-PPO-E and the GBL Issuing Officer:

- (1) Type of incident;
- (2) Location of incident;
- (3) Date and time of incident;
- (4) Last name, first name, and middle initial of any employee involved in the incident
- (5) GBL number and date issued;
- (6) GBL Issuing Officer;
- (7) Origin;
- (8) Destination;
- (9) Date shipment received by TSP;
- (10) Required delivery date;
- (11) Estimated amount of loss and extent of damage;
- (12) Current status of shipment, including new estimated time of arrival (ETA); and,
- (13) Location of shipment, if applicable.

**B. After-action Report.** The TSP will furnish SDDC-PPO-E and the GBL Issuing Officer an after-action report, which provides a final assessment of the loss, or damage incurred, the delays encountered, and the final disposition of the household goods.

**9-2. NOTIFICATION OF SIT LOCATION.** For shipments requiring SIT, the TSP shall notify the GBL Issuing Officer, in writing, facsimile, or similar electronic means, the name, address, and telephone number of the warehouse in which the shipment has been placed, and shall make and keep a record of such notification. If a change in warehouse location is effected during the SIT period, the GBL Issuing Officer and the owner must be notified of the change in location and the new telephone number immediately.

### **SECTION 10 - TSP LIABILITY**

#### **10-1. TSP LIABILITY**

**A. Levels of Service and Released Value:**

(1) Levels of Service. TSP providing Intratheater transportation services pursuant to the provisions of this TOS shall offer two levels of service (Depreciated and Full Value) for each shipment.

(a) Depreciated Value Service. Depreciated value service is defined as transportation services (including accessorial and terminal services) furnished by a TSP for which the TSP assumes liability for loss and/or damage not to exceed the depreciated value of the items transported.

(b) Full Value Service. Full value service is defined as transportation

services (including accessorial and terminal services) furnished by a TSP for which the TSP assumes liability for loss and/or damage not to exceed the full replacement value of the items transported.

(2) Released Value:

(a) Depreciated Value Service. The released value of shipments handled under Depreciated Value Service will be a value not exceeding \$1.25 times the actual weight of each shipment in pounds.

(b) Full Value Service. The released value of shipments handled under Full Value Service will be a value not exceeding \$3.50 times the actual weight of each shipment in pounds.

B. Increase in Basic Released Value. Should the owner elect a released value higher than the basic released value, the TSP will agree to the increase in the released value on a separate contract. The owner will pay for increased value.

C. Liability. TSP agrees to accept and pay liability for loss and damage in connection with U.S. Government personal property shipments at a rate of \$1.25 times the net weight (in pounds) of shipment, including items of extraordinary value or equivalent in Euro currency

D. Extent of Liability. The TSP shall be liable to the owner for loss and/or damage to owner's effects in an amount not to exceed the released valuation for any articles over which the TSP has control or custody. Custody on the part of the TSP shall be considered to begin at the time performance of service commences and shall continue until services are completed.

E. Exceptions. The TSP shall not be liable for any loss or damage to household goods or personal effects caused by earthquake, war, civil disturbance, acts of God, or similar casualty arising without fault or negligence on its part; however, the burden of proof shall be on the TSP to show that the loss or damage was so caused by the excepted conditions which relieve it of liability.

F. Definitions of Liability. Except when loss and/or damage arises out of causes beyond the control and without the fault or negligence of the TSP, the TSP shall be liable to the owner for the loss of and/or damage to any article:

(1) Origin, Transportation, Destination. Packed, picked up, loaded, transported, delivered, unloaded, or unpacked;

(2) SIT. Stored in transit; or

(3) Third-party Servicing. Serviced (appliances, etc.) by a third person hired by the TSP to perform the servicing.

G. Reporting Losses. The TSP shall be liable for loss and/or damage discovered by the owner within 70 consecutive days after delivery if the owner notifies the TSP, in writing, of the loss and/or damage within 70 consecutive days from the date of delivery.

H. Missing Articles. If the missing articles listed on the inventory are not found within thirty (30) calendar days, they shall be presumed lost by the TSP and payment to the owner will be made without dispute upon the filing of a claim.

**10-2. REPORTING AND FILING OF CLAIM.** The TSP must furnish to the owner or his authorized representative a copy of DD Form 1840/1840R upon the delivery of the personal property, and notification of any loss or damage at the time of delivery by use of DD Form 1840 (Joint Statement of Loss or Damage). The TSP and the owner or his authorized representative will complete Section B and sign DD Form 1840 at the time of delivery. The TSP will furnish to the owner or his authorized representative all reasonable and necessary assistance in the completion of DD Form 1840 and filing a

claim, when requested.

A. Notification for Loss of and/or Damage to Personal Property. The owner of the property or his authorized representative must forward claims for loss of and/or damage to personal property shipped pursuant to this TOS to the Claims Office within the notice period of 70 days. The Claims Office has five (5) days to dispatch DD Form 1840 or DD Form 1840R to the TSP.

B. Claims for Damage to Personal Property. Claims for loss and/or damage to personal property belonging to the owner at the time of shipment or subsequent thereto, must be filed with the TSP by the Claims Office on behalf owner of the property or his designated representative.

C. Claims for Injury. The owner shall file claims for physical injury with the TSP.

D. Inconvenience Claims. The owner, or his designated representative may file Inconvenience Claims, or by the Federal agency paying the cost of the services provided pursuant to this TOS. For uniformed service members, the weight to be charged against the prescribed weight allowance for dwelling-to-dwelling shipments shall be determined by the cubic measurement of 5.7 pounds per cubic foot. If the owner is required to retain temporary quarters due to the TSP's failure to pickup or deliver the household goods shipment in accordance with the instructions provided by the GBL Issuing Officer, the TSP shall be liable for the inconvenience and extra expense caused thereby to the owner and to the U.S. Government. (See DOD 4500.9R (DTR), Part IV, Paragraph 410C for filing an inconvenience claim.)

**10-3. MINIMUM FILING REQUIREMENTS.** A communication, in writing, from a claimant filed with TSP and (1) containing facts sufficient to identify the shipment (or shipments) of property involved; (2) asserting liability for alleged loss, damage, injury, or delay; and (3) making claim for the payment of a specified or determinable amount of money will be considered as sufficient compliance with the provisions for filing claims embraced in the bill of lading or other contract of carriage.

**10-4. DOCUMENTS NOT CONSTITUTING CLAIMS.** Bad order reports, appraisal reports of damage, notations of shortage or damage, or both, on freight bills, delivery receipts, or other documents, or inspection reports issued by the TSP or their inspection agencies, whether the extent of the loss or damage is indicated in dollars and cents or otherwise, will, standing alone, not be considered as sufficient to comply with the minimum claim filing requirements specified above.

#### **10-5. SUPPORTING DOCUMENTS**

A. General. When necessary as part of an investigation, each claim must be supported for each article, by a statement of the nature and extent of such damage, the basis for the amount claimed (i.e., date article purchased, original cost, amount of depreciation, actual cash value at time of loss or damage, or the full replacement value in those cases where shipments are released to full replacement value).

B. Identical Inventory Exception Coding. In the event items are listed on the inventory with identical, or substantially identical, exception coding, the exception coding shall be construed as void and such items shall be construed as inventoried without exception.

#### **10-6. VERIFICATION OF LOSS**

A. Claim. When an asserted claim for loss of an entire package or an entire shipment cannot be otherwise authenticated upon investigation, the TSP will obtain from the claimant of the shipment involved a certified statement, in writing, that the property for which the claim is filed has not been received from any other source.

B. Inventory Correctness. When there is an asserted claim for loss of an article not specified in the inventory, the TSP must bear the burden of establishing that the

inventory was a complete listing of all items in the shipment and that the TSP did not receive the article.

**10-7. SATISFACTION OF CLAIM FOR LOSS OR DAMAGE.** The TSP shall satisfy a claim by repairing or replacing the property lost or damaged to the extent of TSP liability with materials of like kind, quality, and condition at time of acceptance by the TSP. Repair and/or replacement will also be construed to include payment in cash. Depreciation, when applicable, shall be in accordance with the Army Regulation (AR) 27-20. In the event that estimates of repair costs are obtained by the employee, either on his/her own or at the request of the TSP, the estimator's cost to furnish such estimates shall be reimbursable to the employee; provided, however, that if the terms of the estimate provide that the cost of the estimate will be deducted from the cost of repairs when repairs are completed. The TSP's liability will not exceed the cost of repairs.

## **SECTION 11 - MISCELLANEOUS AGREEMENT PROVISIONS**

### **11-1. WARRANTY OF SERVICES**

#### **A. Definitions:**

(1) Acceptance. Acceptance, as used in this paragraph, means the act of an authorized representative of the U.S. Government by which the U.S. Government assumes for itself or approves specific services, as partial or complete performance of the TOS.

(2) Correction. Correction, as used in this clause, means the elimination of a defect.

**B. Warranty.** Notwithstanding inspection and acceptance by the U.S. Government or any provision concerning the conclusiveness thereof, the TSP warrants that all services performed under this TOS will, at the time of acceptance, be free from defects in workmanship and conform to the requirements of this TOS. The GBL Issuing Officer shall give written notice of any defect or nonconformance to the TSP within 45 days from the date of acceptance by the U.S. Government. This notice shall state either (1) that the TSP shall correct or re-perform any defective or nonconforming services or (2) that the U.S. Government does not require correction or re-performance.

**C. Correction and Re-performance.** If the TSP is required to correct or re-perform, it shall be at no cost to the U.S. Government, and any services corrected or re-performed by the TSP shall be subject to this clause or if the TSP refuses to correct or re-perform, the GBL Issuing Officer may correct or replace with similar services and charge to the TSP the cost occasioned to the U.S. Government thereby, or make an equitable adjustment in the price for services rendered.

**D. No Correction and Re-performance.** If the U.S. Government does not require correction or re-performance, the GBL Issuing Officer shall make an equitable adjustment in the price for services rendered.

### **11-2. WEIGHT OF SHIPMENTS**

**A. Net Weight.** TSP will bill for the net weight of a household goods shipment described on the GBL. Net weight will consist of actual goods (including a separate weight for designated professional, books, papers, and equipment (PBP&E) plus wood boxes when approved by the GBL Issuing Office), crates, cartons, barrels, fiber drums, linen wardrobes, books, bedding, mattresses, lampshades, draperies, glassware, chinaware, bric-a-brac, table lamp bases, kitchenware, and other fragile articles and the necessary wrapping, packing, and filler material incident thereto. Nothing else will be included in the net weight.

**B. Determining Net Weight.** In determining net weight on containerized shipments,

TSP will include in the tare weight all padding material, e.g., paper pads, cloth blankets, or any wrapping material used as a substitute for cloth blankets, and blocking and bracing material used for a TSP's convenience to protect and secure a shipment.

C. Regulations. TSP will determine the weight of each shipment in the manner prescribed by DOD 4500-9R (DTR), Part IV, Personal Property. When other regulations conflict with the DTR, the Negotiations Branch, PPO-E will determine the applicable regulation to apply.

D. Constructive Weight. The application of constructive weight will be applied only upon written approval of the GBL Issuing Officer or performed only when it is cost effective for the U.S. Government not to require actual weight certificate (i.e., moves within same buildings, between buildings at the same installation). If approved, constructive weight charged against the service member's weight allowance shall be determined by the cubic measurement of seven (7) pounds per cubic foot for all shipments. When PBP&E are included as part of the shipment, the weight of such articles will be annotated separately on the GBL. TSP are not authorized to calculate constructive weights.

E. Platform Scales. TSP may use platform scales to obtain tare and gross weight of containerized shipments.

**11-3. DIVERSION OR RECONSIGNMENT.** Diversion or re-consignment of a shipment to a destination area other than that specified on the GBL can only be authorized by written order or oral notice followed by written order from the GBL Issuing Officer. Any mileage payments for diversion or re-consignment will be in accordance with DTOD.

**11-4. ADVERTISING OF TSP APPROVAL.** The TSP agrees not to refer to the SDDC approval to participate in the Program, in commercial advertising in such a manner as to state or imply that the services provided are endorsed or preferred by the U.S. Government or are considered by the U.S. Government to be superior to other services.

## **SECTION 12 - CERTIFICATION STATEMENT**

### **INTRODUCTION:**

The following page contains the standard document required prior to the filing of rate offers. Instructions for the completion of these documents is contained in Section 3, and in the special instructions sent to each TSP at the beginning of a filing cycle. TSP are cautioned not to use these documents to submit their offers, but rather to determine their rate offers for each of the Six (6) separate subprograms.

## **TSP CERTIFICATION STATEMENT**

TSP certification of eligibility for the award of contracts for transportation.

**A. Applicable definitions:**

(1) A subsidiary is a business entity whose management decisions are influenced by the TSP through legal or equitable ownership of a controlling interest in the firm's stock, assets, or otherwise.

(2) A principal owner is an individual or company that owns a controlling interest in the TSP's stock, or an individual who can control, or substantially influence, the TSP's management, through the ownership interest of family members or close associates.

(3) A principal employee is a person(s) acting in a managerial or supervisory capacity (including consultants and business advisors) who is able to direct, or substantially influence, the TSP's performance of its obligations under its contracts for transportation with the U.S. Government.

**B. Certification by submitting this rate tender, I certify that:**

(1) Neither I, my agents or contractors used to perform the services agreed to in this TOS, nor any of its subsidiaries, officers, directors, principal owners, or principal employees is currently suspended, debarred, or in receipt of a notice of proposed debarment from any United States Federal agency as a result of a civil judgment or criminal conviction or for any cause from SDDC, or has been placed in temporary nonuse status by SDDC for the programs covered by this tender as of the date that this rate tender is offered.

(2) I am not a corporation, partnership, sole proprietorship or any other business entity which has been formed or organized following the suspension or debarment of a subsidiary, officer, director, principal owner, or principal employee thereof (or from such an entity formed after receipt of a notice of proposed debarment).

(3) I am not in a common control relationship with any other TSP participating in the SDDC Intratheater Household Goods Traffic Management Program. If I am in common control with another TSP, I will provide name of the company(ies) as an attachment to this certification statement.

**C. I understand that I have a continuing obligation to inform the Negotiations Branch, PPO-E to which this rate tender is submitted of any change in circumstances that results in its ineligibility for the receipt of contracts for transportation.**

**D. I understand that an erroneous certification of eligibility or failure to notify the Negotiations Branch, PPO-E receiving this tender of a change in eligibility, may result in a recommendation for administrative action against the TSP. Additionally, false statements to an agency of the U.S. Government are subject to criminal prosecution pursuant to 18 U.S.C 1001/U.S. Law, as well as possible civil penalties.**

\_\_\_\_\_  
COMPANY NAME

\_\_\_\_\_  
SIGNATURE OF AUTHORIZED OFFICIAL

\_\_\_\_\_  
DATE

\_\_\_\_\_  
PRINTED NAME AND TITLE OF SIGNING OFFICIAL

TSP CONTACT:

NAME: \_\_\_\_\_

TITLE: \_\_\_\_\_

ADDRESS: \_\_\_\_\_

CITY/STATE: \_\_\_\_\_

TELEPHONE NO: \_\_\_\_\_

EMAIL: \_\_\_\_\_

**CONTAINERIZED HHG TENDER**  
**RATE IN EURO CURRENCY PER NCWT FOR COMPLETE SERVICE (PICK-UP, DELIVERY AND TRANSPORT)**

	<b>TENDER #</b>	<b>FROM</b>	<b>TO</b>	<b>Rate/NCWT EURO</b>
		Belgium	Albania	
			Azerbaijan	
			Belarus	
			Bosnia-Herzegovina	
			Bulgaria	
			Croatia	
			Cyprus	
			Czech Republic	
			Denmark	
			England	
			Estonia	
			Finland	
			France	
			Georgia	
			Germany	
			Greece (GR29) Crete	
			Hungary	
			Ireland	
			Israel	
			IT-North (North of Rome)	
			IT-South (South of Rome)	
			Kazakhstan	
			Kyrgyzstan	
			Latvia	
			Lithuania	
			Macedonia	
			Portugal (Mainland)	
			Portugal/Azores	



**CONTAINERIZED HHG TENDER**  
**RATE IN EURO CURRENCY PER NCWT FOR COMPLETE SERVICE (PICK-UP, DELIVERY AND TRANSPORT)**

COMPANY	TENDER #	FROM	TO	Rate/NCWT EURO
		Belgium	Romania	
			Russia	
			Sardinia	
			Scotland/Wales	
			Serbia	
			Sicily	
			Slovakia	
			Slovenia	
			Spain	
			Sweden	
			Switzerland	
			Tajikistan	
			Turkey	
			Turkmenistan	
			Ukraine	
			Uzbekistan	

**CONTAINERIZED HHG TENDER  
RATE PER NCWT FOR COMPLETE SERVICE (PICK-UP, DELIVERY AND TRANSPORTATION)**

I. STORAGE CHARGES

- A. SIT per 30-day period in Euro Currency-IAW the current IPPRS
- B. Warehouse handling in Euro Currency-IAW the current IPPRS

II. REWEIGH

Reweight charges will be paid under conditions contained in Item 505A in Euro Currency IAW the current IPPRS.

III. USE OF GOVERNMENT OWNED CONTAINER (GOC) CHARGE

Reduction for use of GOC will be billed under conditions contained in Item 514 in Euro Currency, IAW the current IPPRS.

IV. RECONSIGNMENT

See Item 514A for specific guidance and instructions as indicated in the current IPPRS.

V. EXTRA PICK-UP OR DELIVERY

See Item 509 of the current IPPRS.

VI. REFUSAL OF UNPACKING CHARGE

See Item 522 of the current IPPRS.

VII. ADDITIONAL SERVICES

Additional services not included in the tender, but required for satisfactory completion of services ordered under this tender, shall be provided at a rate not in excess of the rate for like services as contained in applicable current IPPRS, or in the absence of current IPPRS, the applicable tariff in effect at time of order. Additional service will be certified on the TSP's invoice.

**51KMs or MORE HHG TENDER**  
**RATE IN EURO CURRENCY PER NCWT FOR COMPLETE SERVICE (PICK-UP, DELIVERY AND**  
**TRANSPORTATION)**

	<b>TENDER #</b>	<b>FROM</b>	<b>TO</b>	<b>Rate/NCWT EURO</b>
		Belgium	Albania	
			Azerbaijan	
			Belarus	
			Bosnia-Herzegovina	
			Bulgaria	
			Croatia	
			Cyprus	
			Czech Republic	
			Denmark	
			England	
			Estonia	
			Finland	
			France	
			Georgia	
			Germany	
			Greece (GR29) Crete	
			Hungary	
			Ireland	
			Israel	
			IT-North (North of Rome)	
			IT-South (South of Rome)	
			Kazakhstan	
			Kyrgyzstan	
			Latvia	
			Lithuania	
			Macedonia	
			Portugal (Mainland)	
			Portugal/Azores	

**51KMs or MORE HHG TENDER**  
**RATE IN EURO CURRENCY PER NCWT FOR COMPLETE SERVICE (PICK-UP, DELIVERY AND**  
**TRANSPORTATION)**

COMPANY	TENDER #	FROM	TO	Rate/NCWT EURO
		Belgium	Romania	
			Russia	
			Sardinia	
			Scotland/Wales	
			Serbia	
			Sicily	
			Slovakia	
			Slovenia	
			Spain	
			Sweden	
			Switzerland	
			Tajikistan	
			Turkey	
			Turkmenistan	
			Ukraine	
			Uzbekistan	

51KMs or MORE HHG TENDER

1. Storage-in Transit. (SIT) and Warehouse Handling Charges will be in accordance with the current IPPRS.

2. Additional Services. Additional services not included in the tender, but required for satisfactory completion of services ordered under this tender, shall be provided at a rate not in excess of the rate for like services as contained in applicable current IPPRS, or in the absence of current IPPRS, the applicable tariff in effect at time of order. Additional service will be certified on the TSP's invoice.

**50KMs or LESS HHG TENDER**  
**RATE IN EURO CURRENCY PER NCWT FOR COMPLETE SERVICE (PICK-UP, DELIVERY AND**  
**TRANSPORTATION)**

COMPANY	TENDER #	FROM	TO	Rate/NCWT EURO
	300	Belgium	Belgium	
	301	England	England	
	302	Germany	Germany	
	303	Greece (GR29) Crete	Greece (GR29) Crete	
	304	IT-North (North of Rome)	IT-North (North of Rome)	
	305	IT-South (South of Rome)	IT-South (South of Rome)	
	306	The Netherlands	The Netherlands	
	307	Norway	Norway	
	308	Portugal (Mainland)	Portugal (Mainland)	
	309	Portugal/Azores	Portugal/Azores	
	310	Sardinia	Sardinia	
	311	Sicily	Sicily	
	312	Spain	Spain	
	313	Turkey	Turkey	

**50KMs or LESS HHG TENDER**  
**RATE IN EURO CURRENCY PER NCWT FOR COMPLETE SERVICE (PICK-UP, DELIVERY AND**  
**TRANSPORTATION)**

1. Storage-in Transit. (SIT) and Warehouse Handling Charges will be in accordance with the current IPPRS.

2. Additional Services. Additional services not included in the tender, but required for satisfactory completion of services ordered under this tender, shall be provided at a rate not in excess of the rate for like services as contained in applicable current IPPRS, or in the absence of current IPPRS, the applicable tariff in effect at time of order. Additional service will be certified on the TSP's invoice.

**PRIVATELY OWNED VEHICLES (POVs)  
RATE IN EURO CURRENCY FOR COMPLETE SERVICE**

**CANCELED**



**MOVEMENT OF GOVERNMENT OWNED FURNITURE, FURNISHINGS, EQUIPMENT AND  
MISCELLANEOUS ITEMS RATE IN EURO CURRENCY/PER CWT**

CANCELED

**MOVEMENT OF DIRECT PROCUREMENT METHOD (DPM) PERSONAL PROPERTY SHIPMENTS TO, FROM, AND WITHIN  
LOCATIONS IN BENELUX (BELGIUM, THE NETHERLANDS AND LUXEMBOURG) \***

	COMPANY	TENDER#	0-100 Km	101- 200 Km	201- 300 Km	301- 400 Km	401- 500 Km	501- 600 Km	601- 700 KM	701- 800 Km	801- 900 Km	901- 1000 Km	1001- 1100 Km	1101- 1200 Km	1201- over Km
EURO Rate per GCWT/KM		610													

\*Additional Services shall be provided at the rate shown in the current IPPRS See Appendix A-3

*EXACT FORMATTED SPREADSHEET WILL BE PROVIDED on SDDC web page.*

**MOVEMENT OF DIRECT PROCUREMENT METHOD (DPM) PERSONAL PROPERTY SHIPMENTS TO, FROM, AND WITHIN  
LOCATIONS IN GERMANY \***

	COMPAN Y	TENDER#	0-100 Km	101- 200 Km	201- 300 Km	301- 400 Km	401- 500 Km	501- 600 Km	601- 700 KM	701- 800 Km	801- 900 Km	901- 1000 Km	1001- 1100 Km	1101- 1200 Km	1201- over Km
EURO Rate per GCWT/KM		620													

\* Additional Services shall be provided at the rate shown in the current IPPRS See Appendix A-3

EXACT FORMATTED SPREADSHEET WILL BE PROVIDED on SDDC web page.

**MOVEMENT OF DIRECT PROCUREMENT METHOD (DPM) PERSONAL PROPERTY SHIPMENTS TO, FROM, AND WITHIN  
LOCATIONS IN ITALY \***

	COMPANY	TENDER#	0-100 Km	101- 200 Km	201- 300 Km	301- 400 Km	401- 500 Km	501- 600 Km	601- 700 KM	701- 800 Km	801- 900 Km	901- 1000 Km	1001- 1100 Km	1101- 1200 Km	1201- Over Km
EURO Rate per GCWT/KM		630													

\*Additional Services shall be provided at the rate shown in the current IPPRS See Appendix A-3

*EXACT FORMATTED SPREADSHEET WILL BE PROVIDED on SDDC web page.*

**MOVEMENT OF DIRECT PROCUREMENT METHOD (DPM) SHIPMENTS TO, FROM, AND WITHIN THE SDDC/EUCOM  
AREA OF OPERATIONS AS SHOWN IN APPENDIX G NOT COVERED BY APPENDIX F-1, F-2 OR F-3**

	COMPANY	TENDER#	0-100 Km	101- 200 Km	201- 300 Km	301- 400 Km	401- 500 Km	501- 600 Km	601- 700 Km	701- 800 Km	801- 900 Km	901- 1000 Km	1001- 1100 Km	1101- 1200 Km	1201- Over Km
EURO Rate per GCWT/KM		640													

\* Additional Services shall be provided at the rate shown in the current IPPRS See Appendix A-3

*EXACT FORMATTED SPREADSHEET WILL BE PROVIDED on SDDC web page.*

The area of responsibility (AOR) of the United States European Command covers more than 13 million square miles and includes 91 countries and territories. This territory extends from the North Cape of Norway, through the waters of the Baltic and Mediterranean seas, most of Europe, parts of the Middle East, to the Cape of Good Hope in South Africa.

#### **Africa**

- |                                    |                 |                         |
|------------------------------------|-----------------|-------------------------|
| • Algeria                          | • Gabon         | • Rwanda                |
| • Angola                           | • The Gambia    | • Sao Tome and Principe |
| • Benin                            | • Ghana         | • Senegal               |
| • Botswana                         | • Guinea        | • Sierra Leone          |
| • Burkina Faso                     | • Guinea-Bissau | • South Africa          |
| • Burundi                          | • Lesotho       | • Swaziland             |
| • Cameroon                         | • Liberia       | • Tanzania              |
| • Cape Verde                       | • Libya         | • Togo                  |
| • Central African Republic         | • Malawi        | • Tunisia               |
| • Chad                             | • Mali          | • Uganda                |
| • Congo                            | • Mauritania    | • Zambia                |
| • Cote D'Ivoire                    | • Morocco       | • Zimbabwe              |
| • Democratic Republic of the Congo | • Mozambique    |                         |
| • Equatorial Guinea                | • Namibia       |                         |
|                                    | • Niger         |                         |
|                                    | • Nigeria       |                         |

#### **Middle East**

- |          |           |         |
|----------|-----------|---------|
| • Israel | • Lebanon | • Syria |
|----------|-----------|---------|

## Europe

- Albania
- Andorra
- Armenia
- Austria
- Azerbaijan
- Belarus
- Belgium
- Bosnia and Herzegovina
- Bulgaria
- Croatia
- Cyprus
- Czech Republic
- Denmark
- Estonia
- Finland
- France
- Georgia
- Germany
- Greece
- Holy See
- Hungary
- Ireland
- Italy
- Latvia
- Liechtenstein
- Lithuania
- Luxembourg
- Macedonia, Former Yugoslav Republic of
- Malta
- Moldova
- Monaco
- Netherlands
- Norway
- Poland
- Portugal
- Romania
- San Marino
- Serbia and Montenegro
  - Kosovo
- Slovakia
- Slovenia
- Spain
- Sweden
- Switzerland
- Turkey
- Ukraine
- United Kingdom

**Movement of Department of Defense Dependent School (DODDS) or Government Office Furniture, Equipment and Miscellaneous Items  
from and within locations in the BENELUX**

	COMPANY	TENDER#	Within Instal lation	0 - 100 Km	101- 200 Km	201- 300 Km	301- 400 Km	401- 500 Km	501- 600 Km	601- 700 KM	701- 800 Km	801- 900 Km	901- 1000 Km	1001- 1100 Km	1101- 1200 Km	1201- Over Km
EURO Rate per CWT/KM																

\* Additional Services shall be provided at the rate shown in the current IPPRS

*EXACT FORMATTED SPREADSHEET WILL BE PROVIDED on SDDC web page.*



**Movement of Department of Defense Dependent School (DODDS) or Government Office Furniture, Equipment and Miscellaneous Items  
from and within locations in the England**

	COMPANY	TENDER#	Within Instal lation	0 - 100 Km	101- 200 Km	201- 300 Km	301- 400 Km	401- 500 Km	501- 600 Km	601- 700 KM	701- 800 Km	801- 900 Km	901- 1000 Km	1001- 1100 Km	1101- 1200 Km	1201- Over Km
EURO Rate per CWT/KM																

\* Additional Services shall be provided at the rate shown in the current IPPRS

*EXACT FORMATTED SPREADSHEET WILL BE PROVIDED on SDDC web page.*

**Movement of Department of Defense Dependent School (DODDS) or Government Office Furniture, Equipment and Miscellaneous Items  
from and within locations in the Germany**

	COMPANY	TENDER#	Within Installation	0 - 100 Km	101- 200 Km	201- 300 Km	301- 400 Km	401- 500 Km	501- 600 Km	601- 700 KM	701- 800 Km	801- 900 Km	901- 1000 Km	1001- 1100 Km	1101- 1200 Km	1201- Over Km
EURO Rate per CWT/KM																

\* Additional Services shall be provided at the rate shown in the current IPPRS

*EXACT FORMATTED SPREADSHEET WILL BE PROVIDED on SDDC web page.*

**Movement of Department of Defense Dependent School (DODDS) or Government Office Furniture, Equipment and Miscellaneous Items  
from and within locations in the Italy**

	COMPANY	TENDER#	Within Instal lation	0 - 100 Km	101- 200 Km	201- 300 Km	301- 400 Km	401- 500 Km	501- 600 Km	601- 700 KM	701- 800 Km	801- 900 Km	901- 1000 Km	1001- 1100 Km	1101- 1200 Km	1201- Over Km
EURO Rate per CWT/KM																

\* Additional Services shall be provided at the rate shown in the current IPPRS

*EXACT FORMATTED SPREADSHEET WILL BE PROVIDED on SDDC web page.*

**Movement of Department of Defense Dependent School (DODDS) or Government Office Furniture, Equipment and Miscellaneous Items  
from and within locations in the Spain**

	COMPANY	TENDER#	Within Instal lation	0 - 100 Km	101- 200 Km	201- 300 Km	301- 400 Km	401- 500 Km	501- 600 Km	601- 700 KM	701- 800 Km	801- 900 Km	901- 1000 Km	1001- 1100 Km	1101- 1200 Km	1201- Over Km
EURO Rate per CWT/KM																

\* Additional Services shall be provided at the rate shown in the current IPPRS

*EXACT FORMATTED SPREADSHEET WILL BE PROVIDED on SDDC web page.*

# APPENDIX I DEPLOYMENT STORAGE

## SCHEDULE OF SERVICES FOR STORAGE OF PERSONAL PROPERTY

Rates for services listed in this schedule shall be inclusive of all charges for labor, materials, vans and equipment and incidental facilities and services necessary for the performing of the storage and related services specified in this schedule. All services to be performed under this schedule should be in accordance with requirements for services for storage of personal property. All orders are subject to a minimum net weight of 100 pounds.

TITLE	DESCRIPTION		
<b>PACKING</b>	Packing and protection required by and incident to drayage, marking, tagging and inventorying for storage (includes flat wardrobes) (rate per ncwt.)		
<b>DRAYAGE</b>	Pickup at location, loading, weighing, drayage to the nearest approved storage facility and unloading onto warehouse platform. (Rate per ncwt.)		
	- Kaiserslautern and Baumholder	Zone 1	
	- Heidelberg, Mannheim, and Darmstadt	Zone 2	
	- Giessen	Zone 3	
	- Hanau, Frankfurt, and Wiesbaden	Zone 4	
	- Wuerzburg, Kitzingen, and Schweinfurt	Zone 5	
	- Ansbach and Illesheim	Zone 6	
	- Bamberg	Zone 7	
	- Grafenwoehr, Hohenfels, and Vilseck	Zone 8	
	- Stuttgart	Zone 9	
	- Garmisch	Zone 10	
	- Schinnen and Geilenkirchen	Zone 11	
	- Brussels, SHAPE, and Chievres	Zone 12	
	- Vicenza	Zone 13	
	- Livorno	Zone 14	
	- Naples	Zone 15	
<b>WAREHOUSE HANDLING IN and OUT</b>	Handling in, labor and equipment required to place in storage from warehouse platform, wrapping for storage which is in addition to that required for drayage to participant's warehouse and preservation of items for and during the storage period. Handling out, labor and equipment required to remove from storage and place onto warehouse platform. This is a one time rate for all handling services. (Rate per ncwt.)		
<b>STORAGE</b>	Storage per, Tender of Service (Rate per ncwt. per month)  Each TSP is required to provide a list of approved storage locations they will use for deployment storage to the Ordering Officer and SDDC-E.		
<b>DELIVERY and UNPACKING</b>	Delivery, to include loading at participant's warehouse platform and drayage to destination, unloading, including the reassembly of items disassembled for storage, recording overage, shortage or damage, as appropriate and placing in designated rooms in accordance with specifications. (Rate per cwt.) Unpacking, including unpacking all crates & cartons. Removing from owner's residence all empty containers, packing materials and other debris accumulated incident to un packing. (Rate per ncwt.)		
	- Kaiserslautern and Baumholder	Zone 1	
	- Heidelberg, Mannheim, and Darmstadt	Zone 2	
	- Giessen	Zone 3	
	- Hanau, Frankfurt, and Wiesbaden	Zone 4	
	- Wuerzburg, Kitzingen, and Schweinfurt	Zone 5	
	- Ansbach and Illesheim	Zone 6	
	- Bamberg	Zone 7	
	- Grafenwoehr, Hohenfels, and Vilseck	Zone 8	

	- Stuttgart	Zone 9	
	- Garmisch	Zone 10	
	- Schinnen and Geilenkirchen	Zone 11	
	- Brussels, SHAPE, and Chievres	Zone 12	
	- Vicenza	Zone 13	
	- Livorno	Zone 14	
	- Naples	Zone 15	

NOTE: All services not specified will be in accordance with the best commercial business practices.

Storage charges are payable for a calendar month, except one-half month's storage charge shall be paid on lots received for storage on or after the 16<sup>th</sup> day of a month and lots released from storage on or before the 15<sup>th</sup> day of a month. Shipment may require overtime and weekend work and will be billed IAW Item 502 in the IPPRS. TSP shall be given 24 hours/1 day upon notification by the ordering official to deliver the 4 cube carton or have available for pick up at the carriers warehouse (at owners discretion) for property owners returning for the purpose of Emergency Leave Travel. If ordered by the CPPSO/PPSO for other than normal duty hours, liability on the part of the U.S. Government will be limited to Item 502B in the IPPRS.

Sample bid sheet will look as follows.

EURO Rate per  
NCWT/KM See  
notes Moving  
to/from Storage  
Facility

COMPANY

TENDER #

Zone 1

Zone 2

Zone 3

Zone 4

Zone 5

Zone 6

800

Drayage to  
Storage

N/A

N/A

€

€

€

€

€

€

Delivery and  
Unpacking

N/A

N/A

€

€

€

€

€

€

Packing

€

N/A

N/A

N/A

N/A

N/A

N/A

N/A

Warehouse  
Handling

€

N/A

N/A

N/A

N/A

N/A

N/A

N/A

Storage per  
Month per  
NCWT

€

N/A

N/A

N/A

N/A

N/A

N/A

N/A

\* Additional Services shall be provided at the rate shown in the current IPPRS

EXACT FORMATTED SPREADSHEET WILL BE PROVIDED on SDDC web page.